



POSITION

The purpose of this staff position is to provide support and administrative leadership for the varied responsibilities, tasks, and ministries related to the Student and Family Ministries of Signal Mountain Presbyterian Church. This position requires a person who has a peaceful demeanor, is well informed, and is orderly and procedural. This person reports to the Executive Director. The Associate Pastor of Families will be providing oversight and direction for the day-to-day instructions and work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The responsibilities in this position are to assist the Associate Pastor of Families, and two Youth Directors with their ministries and tasks:
- Assist in inviting, equipping, and training our volunteer teams;
- Lead in scheduling, designing, and producing communication materials (in print, online, and social media) that are aesthetically pleasing, effective, and appropriate to the church;
- Provide technical and physical support for key student activities, programs, and experiences (retreats, trips, etc.);
- Coordinate communication, registration, payment, managing release forms, and accounting for major activities and experiences;
- Maintain up-to-date and accurate records in Church Community Builder (Signal Connect) for students/families in the areas of contact information, attendance, and events;
- Assist Associate Pastor of Student and Families with calendar, appointments, office support, and meeting requests;
- Assist Associate Pastor of Student and Families and Student Directors with key team or committee meetings related to their ministries by preparing agendas, communicating details, coordinating reports, filing minutes, etc. (This position is the office liaison and support for the Student Ministry Committee and the Youth Ministry Committee);
- Assist other Administrative staff in other duties as determined by Executive Director;
- Assist with answering phones and front door entrance; master use of all church machines (copiers, mailer, labeler);
- Attend weekly staff meeting.

SKILLS AND EXPERIENCE REQUIREMENTS

- Evidence of a faithful and growing relationship with Jesus;
- Excellent written/oral communication skills;
- Pleasant, caring spirit; peaceful demeanor; team spirit and player;
- Use of computer and software applicable for the tasks found in the job description at present includes Adobe In-Design, Apple programs, Microsoft Office programs, Mail Chimp);
- Able to work under tight deadlines.

Please send resume to Johnny Long at jlong@signalpres.org