

Bethel Church Job Description

Job Title: Student Ministries Administrative Assistant

Prepared: March 2026

Position Overview

The Student Ministries Administrative Assistant serves the mission of Bethel Church by providing high-level administrative, organizational, and relational support to Middle School, High School, and College Ministries. This role is a key operational leader within Student Ministries, responsible for creating and maintaining systems that bring clarity, organization, and follow-through across the ministry. The Administrative Assistant helps ensure that the Student Ministries Pastor, leaders, and volunteers are prepared, aligned, and supported so they can focus on discipling students.

This position requires a proactive, detail-oriented leader who can anticipate needs, manage multiple priorities, and follow through with excellence. Strong relational skills are essential, as this role regularly interacts with staff, volunteers, students, and families.

Since this is a Christian ministry, any person holding this position shall fulfill the associated responsibilities in a personal and professional manner that provides a positive witness for our Lord Jesus Christ.

Responsibilities

Systems & Organization

- Manage student, family, and volunteer data in CCB
- Oversee calendars, forms, attendance, and records
- Maintain check-in systems and reporting processes
- Organize templates, timelines, and shared files
- Utilize key systems (Teams, Planning Center, ProPresenter, Ninety, CCB)

Communication

- Prepare and send communication to parents, students, and leaders
- Ensure clear internal communication through Microsoft Teams
- Manage the Student Ministries Pastor's email and respond to inquiries
- Review ministry communication for accuracy (E-News, slides, social, etc.)

Events & Weekly Programming

- Manage calendars, room scheduling, and logistics
- Oversee registrations, forms, payments, and documentation
- Support weekly programming setup and details
- Coordinating supplies, transportation, and event logistics

Marketing & Promotion

- Coordinate graphics, video, and promotional materials
- Submit requests and manage timelines with Communications Team
- Assist with mailers, campaigns, and podcast logistics



Financial & Administrative

- Track budget, expenses, and purchasing
- Process invoices and reimbursements

Volunteers & Leaders

- Coordinate onboarding and support of leaders and interns
- Ensure Safe Church compliance and documentation
- Help organize leader communication and training

Student & Family Engagement

- Maintain follow-up systems for students and families
- Assist with assimilation of new families

Facilities & Team Rhythm

- Maintain organization of ministry spaces and storage
- Participate in team meetings and ensure follow-through

Qualifications

Character Qualities

- Spiritual maturity as evidenced by a commitment to Christ and the fruit of the Spirit
- Servant-leader: a gracious spirit and commitment to serving and helping others
- Takes initiative to openly communicate with other staff members and is responsive to others in their communication.
- Personable, courteous, responsive
- Takes initiative to resolve conflict in a biblical manner.
- Teachable
- Confidential
- Team player

Skills and Talents

- Demonstrated ability to take initiative, anticipate needs, and follow through independently
- High relational intelligence with the ability to interact well with staff, volunteers, students, and families
- Strong organizational skills
- Possess excellent oral and written communications skills
- Ability to multi-task, meet deadlines and maintain composure under pressure
- Begin and end projects within reasonable time frame
- Self-starter needing minimal supervision
- Energized by non-routine assignments
- Creative and innovative
- Ability to coordinate and serve volunteers



Education and Experience

- 2-5 years of experience in administrative support, operations, project coordination, or in a ministry environment preferred

Reporting Relationships

Immediate Supervisor

- Student Ministries Pastor

Status and Work Schedule

- This is a part-time, non-exempt position working approximately 30 hours/week
- Weekly Next Gen Meeting (Mondays – 30min)
- Weekly Student Ministry Team Meeting (Wednesdays – 60min)
- Weekly Event Planning Meeting
- Weekly check-in with Student Ministries Pastor
- Monthly Administrative Meeting
- Monthly Financial meeting
- Preferred work schedule:
 - Monday-Thursday 8:30AM-5:00PM
 - Flexibility to adjust schedule if needed for Wed night ministry