



Ministry Assistant – Youth Ministries

(Temporary Maternity Leave Position)

This position will be of interest to those with a passion for working in an environment that helps shape the lives of students and leaders and providing administrative and ministerial support to Youth Ministries.

KEY ACCOUNTABILITIES:

Administration:

- Develop and maintain flow of administrative tasks involving volunteers and staff.
- Track and manage ministry expenses and recoveries (may equip lay leaders to help in administrative duties)
- Assist with the coordination and logistics of ministry wide meetings.
- Database entry
- Manage volunteer and staff profile charts

Event Management:

- Coordinating onsite/offsite facility bookings, room diagrams, transportation, schedules, and supply shopping for weekly youth events.
- Facilitate all conference logistics for The Gathering Youth Conference.

Student Interaction:

- Provide a warm welcoming environment for drop in youth.

QUALIFICATIONS & ABILITIES

- Strong people skills including leadership and administration with attention to detail
- Team player
- Strong verbal and written communication skills
- Strong computer skills and Microsoft Office experience
- Ability to take initiative and work both independently and collaboratively in a team environment.

Working Hours:

- part- time (20 hours per week)
- approximate start date January 3, 2019 to approximately July 3, 2020

Reporting to: Youth Pastor, Team Leader

Special Notes:

- Will follow and live by the “Rule of Life” adopted by the SPAC staff and adhere to the policies and procedures of the Staff Handbook.
- Requires successful completion of vulnerable sector check and abuse prevention training
- Member of Sherwood Park Alliance Church or willing to work towards membership.

Position will remain open until a suitable candidate is found.

If this position interests you or you know someone who may be a good fit, please submit your resume to human.resources@spac.ca.