



POSITION PROFILE

3917 WASHINGTON ROAD, MARTINEZ, GA 30907 | 706.869.1774 | MYABILENE.ORG

POSITION TITLE

Student Ministry Assistant

POSITION OVERVIEW

This position supports the day-to-day operations of the Student Ministry by providing administrative assistance, preparing for ministry, and collaborating in a fast-paced church environment.

ABOUT THIS ROLE

This role involves the regular use of standard office technology, ministry software, and communication tools while supporting the day-to-day operations of the Student Ministry.

REPORTS TO

Martinez & West Campus
Student Pastors

Responsibilities

1. Provide administrative support for the Abilene Student Ministry
2. Type, design, proofread, and distribute general correspondence, memos, charts, tables, graphs, business plans, forms, procedures, supplies, etc.
3. Coordinate scheduling and effective communication through TouchPoint and Powered by Text
4. Maintain the ministry databases and track volunteers, ensuring information is current and accurate
5. Record and track attendance for services, camps, events, and trips
6. Help manage billing and payment processes for the ministry
7. Assist with coordinating teams for special events, and assist with organizing and coordinating various elements of summer camps
8. Assist with follow-up on connecting new students

Minimum Qualifications

1. High school diploma or equivalent
2. One year of administrative experience
3. Proficiency with Microsoft Office Suite, database application(s), and Google Docs
4. Effective communication skills, both verbal and in written form
5. Thorough, detail-oriented, with strong organizational skills
6. Ability to multitask and adhere to deadlines
7. Collaboration skills, teamwork orientation, flexibility
8. Agrees and aligns with the vision, values, pathway, leadership distinctives, and doctrinal statement of Abilene

To apply for this position, submit a résumé to Tiffany Drake at tdrake@myabilene.org.