



Administrative Assistant Student Ministries & Assistant for Front Office

Position Type: Non-Exempt
Category: Full-time (40 hours)
Classification:
Reports to: Director of Student Ministries

ORGANIZATIONAL OVERVIEW

At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

POSITION OVERVIEW

Student Ministries

Our mission is to welcome all families into loving, Christ-centered relationships where they can connect with God's amazing love and be empowered to transform the world. St. Luke's serves hundreds of children and youth from birth through college and young adult age through multiple worship experiences and activities that are age appropriate. The Student Ministries Administrative Assistant will provide support by coordinating a variety of details that involve: Church database software, Student Ministry spaces, Weekly small group and large group environments, and Youth Fundraisers.

Front Office

Primary responsibilities for the front office include reception and back up support to Administrative and Operations staff, as needed.

RESPONSIBILITIES

Student Ministries

- Welcomes students, parents, volunteers, and the community to Youth Ministry.
- Embraces the vision and identity statements of St. Luke's.
- Attend Staff Chapel, Department Meetings, Active Team Member
- Has a working knowledge of the youth ministry calendar, anticipates needs necessary to execute responsibilities in relation to the calendar and follows through and communicates the needs.

- Works with staff in coordinating finance and budget items.
- Assemble all materials necessary for weekly small group and large group environments as well as ministry activities.
- Prepare all ministry mailings – bulletins, hand-outs, flyers, letters, etc.
- Book Student Ministries Spaces for internal and external events.
- Team responsibility for Youth Fundraising, including creating fundraisers alongside volunteer teams and tracking student fundraising accounts.
- Communicates clearly and consistently the goals and vision of family ministry with families, volunteers, fellow staff members, and the church.
- Manages event registration for activities, retreats, camps, mission trips and confirmation.
- Support the tracking of individual families and youth through our church management system.
- Respond compassionately to children, youth and families; intentionally seek to build relationships with others; remain accessible and approachable.
- Model a Christ-filled life, maintaining appropriate boundaries with work and others, caring for self, and growing in faith and in profession.

Front Office

- Greets visitors and answers phones in the Front Office. Screens the calls and routes them to the appropriate person.
- Creates a positive impression for church members and the public by phone or in person through polite and professional communication and anticipating needs to ensure a seamless and positive experience.
- Collects, distributes, and adds postage to mail.
- Assists with clerical tasks as needed (copying, mailings, etc.)
- Proactively updates congregation member profiles in ROCK when members are present in the front office.

QUALIFICATIONS

Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.

- Navigates technology efficiently, with a willingness to learn new programs such as The Rock and Microsoft 360.
- Excellent organizational skills, time management skills and ability to multi-task and prioritize work.
- Demonstrates a professional, relational demeanor, in all forms of communication with a desire to be proactive and create a positive experience for others.
- Excellent written and verbal communication skills.
- Strong planning skills and self-starter with good judgement.
- Makes independent decisions, addressing the best way to handle specific tasks and phone calls and anticipates what needs to be accomplished and acts without waiting for direction from others.
- Handle sensitive information in a confidential manner.
- 2+ years of administrative support experience.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.