



## Young Adult Department Assistant

This is a part-time permanent position with 20 to 29 hours per week. The days for this position are Sunday through Thursday including events and services.

**Position Summary:** The Department Assistant provides administrative support for the young adult ministry of Reslife Church.

### General Responsibilities:

- Scheduling team and event meetings, maintaining office cleanliness and order, communicating on behalf of the department.
- Assist the young adult pastor with calendar and communication.
- Process purchases
- Plan and execute young adult events.
- Set-up, tear-down, and maintain supplies for young adult services.
- Provide effective social media strategies and management for the young adult ministry.
- Maintain the young adult sub-site of [www.reslife.org](http://www.reslife.org)
- Maintain the young adult podcast content
- Assist with providing supervision and direction for young adult interns throughout the year.
- Provide ministry support for young adult services, events, and other young adult functions. This may include emceeding a service or having one-on-one ministry time with young adults.
- Assist with Worship Center and Walking By Faith videos when requested.
- Assist with occasional Assistant needs for the church.
- Work with other NextGen Assistants and Events.

### Position Requirements:

- Advanced knowledge of Google Apps and Microsoft Office Suite.
- Excellent communication and interpersonal skills.
- Strong organizational skills and attention to detail.

### Physical Requirements:

- May be required to stand for long periods of time.
- Must be prepared to lift 50 lbs.

*The above duties, activities, or responsibilities may be supplemented periodically.*