



**Reports to:** Student/Young Adult Pastor

**Classification:** Full Time

## OVERVIEW

The Student/Young Adult Assistant provides administrative, counsel, and leadership assistance in the Student and Young Adult ministries. This role requires a firm grasp on the beliefs, ministry philosophy, core values (Loving, Growing, Serving, and Going) at Mt. Pisgah Baptist Church.

## PERSONAL RESPONSIBILITIES

- Maintain a vital daily walk with God
- Be active in the life of Mt. Pisgah Baptist Church
- Maintain a positive servant attitude and facilitate a positive and productive working atmosphere
- Model the biblical standard of personal conduct

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work in coordination with the Student/Young Adult Pastor to continue development and implementation of the ministry philosophy within the Family Growth Plan
- Oversee the administrative functions of the Student/Young Adult ministries to include calendar planning, budgeting, check-ins and follow up with guests and volunteers.
- Assist the Student/Young Adult Pastor in planning and executing weekly activities, camps, retreats, DNOW, mission events, etc.
- Coordinate food/refreshments for regular ministry nights and other events planned for the Student/Young Adult Ministry.
- Assist in the development and distribution of curriculum.
- Roster management of Students and Young Adults in REALM.
- Assist in the identification, recruitment, and retainment of volunteers for the Student/Young Adult ministry.
- Collaborate with the Student/Young Adult Pastor in communicating with parents and volunteers as needed.



- Ensure that background checks for all volunteers are completed and current.
- Work with Student/Young adult ministry in the administration of the worship aspect of these ministries.
- Engage in personal discipleship of students and volunteers.
- Other Duties as assigned by Senior Pastor, Student/Young Adult Pastor

## PREFERRED COMPETENCIES

- A minimum of a bachelor's degree from an accredited Institution
- Excellent written communication skills
- Exceptional Administrative skills
- Ability to lead people to achieve agreed upon goals
- Strong interpersonal skills with the ability to connect with membership/prospects
- Basic use of computer software
- Establish and maintain effective/productive relationships with co-workers
- Maintain a constant level of confidentiality in all matters of the church, employees, and/or church members