



JOB DESCRIPTION

Position Title: Middle School Administrative Assistant

Ministry Department: Next Gen (Slingshot Middle School)

Reports To: Middle School Coordinator

Status: Part Time, non-exempt (working approx. 15 hrs, incl Sundays)

Revised: August 2020

Primary Purpose

The Middle School Administrative Assistant will work alongside and offer support to the Middle School Coordinator in preparation for Sunday services, including playing a key role in the Middle School worship ministry, planning and coordinating events and summer camps, and other administrative tasks.

Position Requirements

- High School diploma
- Experience working in Ministry or with students.
- MS Office proficiency, Mac and basic computer skills.
- Ability to work independently, as well as with a team.
- Professional presence on the phone and in-person.
- Excellent writing skills.
- Ability to be teachable, seeking out coaching and learning for growth and development.
- Ability to promote a positive attitude and working environment, with the desire to have fun, be positive and flexible.

Position Responsibilities

1. Coordinate and oversee Slingshot Middle School worship.
 - Schedule worship songs, sets, and musicians at least two weeks in advance.
 - Recruit and develop worship leaders.
 - Maintain musical equipment.
 - Actively work with other ministry's worship teams in order to improve worship-related experiences.
2. Manage student and parent engagement on social media.
 - Post Slingshot-related content to Instagram on a regular basis.
 - Inform parents through Facebook about upcoming events and other necessary information.

3. Assist the Middle School Coordinator in administrative and ministry tasks.
 - Assist with the planning and execution of summer camps.
 - Communicate necessary information to volunteer leaders.
 - Assist in organizing events for both volunteer leaders and Slingshot parents.
 - Purchase and maintain equipment and resources necessary for Sunday services and/or weekly events.
 - Assist in scheduling locations and/or services required for Slingshot events.
 - Order office and/or event supplies as needed.

Personal and Spiritual Requirements

- Has a growing relationship with Jesus, and a commitment to spending daily time with Him.
- Commitment to spiritual, personal and professional growth
- Models standards and expectations of Rockharbor Church leadership, including, but not limited to:
 - Upholding Rockharbor's Core Values and mission
 - Regular attendance at Rockharbor Church services
 - Regular participation in a Community Group
 - Partnership through tithing and serving
 - Abstaining from smoking, vaping and illegal substances
 - Models discretion and positivity in use of Social Media
 - Setting of appropriate boundaries to protect character and integrity.

Rockharbor Church exists to love and lead one another to be devoted followers of Jesus. We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!