



Next Gen Admin Job Description

Position Title	Department/Ministry
Next Gen Admin	Next Gen
Supervisor Position Title	Work Location
Next Gen & Groups Pastor	Main
Position Classification	Weekly Hours
Non-Exempt	Part-Time, 20 hours

Position Summary:

Provide administrative assistance to the Next Gen & Groups Pastor and Student Pastor.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to the following:

- Assist in planning and implementing all large Next Gen & Groups events
- Maintain the Next Gen lobby wall and TVs
- Order, maintain, and set-up for Next Gen and Student events
- Manage and create registrations for Groups, Classes, and Students in Planning Center
- Manage student profiles in Planning Center
- Oversee the management and upkeep of the youth scholarship fund
- Execute all requests from the Next Gen Pastor and Student Pastor
- Send out updates and correspondence on behalf of the Next Gen Pastor and Student Pastor
- Work with the Student Pastor to develop budgets for trips and events
- Book mission trips/retreats and stay on top of payments due and other deadlines
- Attend Staff Functions including the Staff Retreat, quarterly offsites, etc.

Minimum Qualifications (Knowledge, Skills, and Abilities):

Education and Experience:

- 1-2 years related experience
- A two-year associate degree is preferred
- Equivalent combination of education and experience

Knowledge and Skills:

- Highly skilled in the use of Google Suite and internet savvy
- High level of written and verbal communication skills
- Ability to communicate effectively with all levels of an organization

- Demonstrate professionalism and poise when communicating with external contacts
- Excellent time management skills, attention to detail and ability to multitask

Licenses, Registrations, and Certificates:

- Current Driver's License

Spiritual Requirements:

- Regular involvement in Maple City Chapel activities and events.
- Signed acknowledgement of policies and procedures as stated in Maple City Chapel's staff handbook.
- Signed acknowledgement of Maple City Chapel's Statement of Faith and Staff Lifestyle Agreement.
- Living out the spiritual principles outlined in the Staff Lifestyle Agreement.

Physical Requirements:

- Regularly required to talk and hear.
- Frequently required to use hands or fingers, handle or feel objects, tools, or controls (including electronic devices, computers, laptops, etc.)
- Frequently required to stand; walk; sit; and reach with hands and arms.
- Occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.
- The noise level in the work environment is usually low to moderate.

Employment At-Will:

All employees of Maple City Chapel are at-will, and as such, are free to resign any time without reason. Maple City Chapel, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Maple City Chapel has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.