



STUDENT ASSISTANT

SUMMARY OF POSITION:

The Student Assistant supports the Student Discipleship Team and overall ministry of Eagle's Landing First Baptist Church (ELFBC) by fulfilling administrative and organizational responsibilities within the Student Ministry, or as more generally assigned.

The Student Assistant has the satisfaction of knowing that they are serving as a member of our Family Team for the ongoing development of a cohesive ministry, and effectively partnering with and equipping individuals and families within the church.

QUALIFICATIONS & REQUIREMENTS:

- Proficient in Mac-based and web-based software (MS Word, Excel, Outlook, Google Drive, etc.).
- A leader with teaching, training, administrative, and organizational skills.
- Ability to assess, critique, and improve systems and processes with a high attention to detail and accuracy.
- Must have excellent verbal and written communication skills, with the ability to relate to people of all backgrounds.
- Self-motivated with ability to function effectively without constant supervision, as well as work cohesively within a team environment.
- Maintain discretion to keep sensitive information confidential.
- Supports and adheres to the mission, vision, values, and philosophy of ministry at ELFBC.
- Must be a follower of Jesus Christ and have a lifestyle that demonstrates obedience to Him.
- An active member of Eagle's Landing First Baptist Church or willing and able to become one.

GENERAL RESPONSIBILITIES:

Assist the Family Discipleship Team in administration of the ministry and other team-level responsibilities.

- Participate in meetings as directed by the Director of Student Discipleship.
- Assist in all aspects of event planning including promotion, communications, calendaring/scheduling, and budgeting.
- Provide general ministry support to the Student Discipleship Team members.
- Communicate with leadership teams as well as plan recurring meetings.
- Help create warm and welcoming environments for our students and our leaders.
- Schedule resources based on approved calendar for upcoming ministry events.
- Help maintain church database and church leadership team information.
- Additional duties as required to support the overall ministry of ELFBC and the Family Discipleship Team.

Position: Student Assistant

Category: Full-Time / Non-Exempt / Admin Staff

Reports To: Director of Student Discipleship

Campus: McDonough