



Job Description

Prince of Peace is a congregation of the Evangelical Lutheran Church in America
UP with God. IN through Community. OUT for the World.

Position Title	Student Ministry Assistant
Classification	Part-time, 20-25 hrs/wk
Team	Family Ministry
POP Values	<p>Faith: We value growing in our relationship with God</p> <p>Christ Centered Community: We value relationships in which we grow together to celebrate one another's joys and bear one another's burdens</p> <p>Service: We value providing for the needs of others in Jesus' name</p>
Core Purpose	The Student Ministry Assistant provides ministry support for the Family Ministry Team.
Essential Functions	<ul style="list-style-type: none"> • Regular and active participation in ministry planning meetings for Student Ministry each week and completion of selected outcomes created by planning meetings for Student Ministry. • Provide a point of contact for parents, students, and guests during regular program hours. • Manage small group leader coverage for weekly small groups. • Coordinate special event logistics for select Student Ministry events. • Manage planning systems for Student Ministry so that they are accurate and complete. • Coordinate guest speakers, pastors, and musicians for Student Ministry. • Work with Student Ministry Team and Resource Associate to coordinate supplies for Student Ministry. • Partner with relevant Family Ministry and Prince of Peace staff for cross-department projects.
Competencies Required	<ul style="list-style-type: none"> • Great attention to detail in planning and scheduling. • Ability to take direction and receive feedback. • Self-starter. • Talented event planner. • Proficiency in or knowledge of using a variety of computer software applications, especially Excel, Planning Center, Mail Chimp, Social Media, and Microsoft Word software. • High level of interpersonal skills to handle sensitive and confidential situations and documentation.

Physical Demands	<ul style="list-style-type: none"> • Ability to sit at the computer for up to 2 hours at a time • Ability to move up to 50lbs • Ability to twist, lift, bend, and pull • Ability to move around campus for up to six hours at a time
Work Environment	This job regularly operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. This job occasionally occurs outside in all weather conditions in order to facilitate games and other experiences.
Travel	Travel is limited to the greater Twin Cities area for offsite weekend camps and other group activities.
Education and Experience Required	<ul style="list-style-type: none"> • 1-3 years of experience working or volunteering in Family Ministry setting.
Education and Experience Preferred	<ul style="list-style-type: none"> • Administrative support experience. • Experience in non-profit management. • Team leadership in church youth ministry, para-church ministry, or a related field.
Additional Eligibility Requirements	N/A
Supervisory Responsibility	This position has no direct staff supervisory responsibilities but does help supervise adult volunteers and student leaders

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.