

# Job Description

**Job Title:** Youth Ministry Administrative Assistant

**Status:** Part-time 15 hr/week (can be up to 20 during busy seasons)

*Hours are mostly in office, but can be on site at teen events during given busy seasons of ministry*

**Department:** St. Mary Hudson Life Teen

**Supervisor:** Jenn Martin

## Qualifications and Requirements:

St. Mary Life Teen reaches out to approximately 300 teens in our community through various events and programs. We attempt to reach teens via three vehicles of faith: to know, to love and to serve God. St. Mary Life Teen attempts to meet teens where they are in their faith, trying to help them begin and/or deepen their relationship with Christ. Your responsibility is to assist in the administration and organization of the office to accomplish these goals.

- Proficient computer skills and knowledge of Google Suites, Outlook, Microsoft and Canva
- Strong interpersonal and organizational skills
- Capacity to function in a collaborative manner, as well as independently as required
- Time management skills including self motivation

## Personal Responsibilities

- Keep Christ your primary focus as you work with staff & parishioners
- Be passionate about leading teens closer to Christ through Life Teen Youth Ministries

## Summary:

Provide support to the Life Teen Office, Core Staff, Core Support staff, LT Music Ministry. Communicate upcoming youth ministry events with others including Youth Ministers and their office staff at other parishes, the business office, parishioners, parents and teens. Administrative Assistant helps complete the tasks at hand, given by Ron & Jenn (coordinated through Jenn) and is someone who is self-reliant at knowing the needs of the ministry and how they can best look forward to use their time in the office to be most helpful.

## Duties and Responsibilities:

- Create event, bulletin and social media advertisements in Canva
- Create and manage event registrations via online Breeze
- Organize and maintain rosters/schedules/etc. on computer google suits, outlook, microsoft
- Attend any LT staff meetings, and follow up on projects and events.
- Assist with social media as needed
- Communicate information on behalf of LT office to parents/teens/core/volunteers as needed via email, phone, in person meetings, etc.
- Run errands, pick up supplies, deliveries, as needed (mostly in preparation for retreats & events)
- Submit deposits & expense reports as needed
- Assist with fundraisers as needed
- Assist with Confirmation as needed
- Assist with event/trips for the LT office as needed

**TO APPLY - email Jenn Martin a copy of your resume, cover letter and 2 letters of recommendation [jmartin@stmaryhudson.cc](mailto:jmartin@stmaryhudson.cc)**