



DOWNTOWN CHURCH OF CHRIST

900 North Main Street

Searcy, AR 72143-3712

(501) 268-5383 ~ Fax (501) 279-2676

Website: www.downtownchurch.org ~ E-mail: office@downtownchurch.org



“Following Jesus. Loving God. Loving Others.”

Student Ministries Administrative Assistant

Job Description

Hourly rate negotiable

Inquiry can be made by contacting our main office [501-268-5383]

and asking to speak to Phil Hoggard or

Email: phoggard@downtownchurch.org

Qualifications:

- Holds a Bachelor’s degree (B.A.) from four-year college or university or commensurate experience in the family ministry area.
- Proficient in MSOffice components, databases, and web techniques.
- Demonstrates ability to operate a variety of office equipment.
- Demonstrates effective level of oral and written communication skills.
- Demonstrates ability to multi-task.
- Demonstrates ability to resolve conflict appropriately and work in a team environment.
- Demonstrates ability to organize, delegate, and evaluate effectiveness of existing methods and procedures.
- Previous experience preferred.

Reports to:

Student Ministers and Administrative Minister/Admin Team.

Responsibilities:

- **Record Keeping:**
 - Maintaining Children and Youth class lists as needed in the congregational database.
 - Assure that online applications, Acknowledgement of Receipt Forms, and background checks are completed for all volunteers and staff as required by DC Child Protection Policy.
- **Administration:**
 - Assisting Youth and Children ministers with their administrative needs: mail outs, tracking families, children’s tags, birthday cards, nursery reminders, children’s worship bulletin, etc.
 - Involvement with the C.O.R.E. Groups.
 - Working with Downtown Student Ministry needs from Birth to 12th Grade.
 - Be the communication liaison regarding most of family matters as it relates to administrative work.
- **Special Event Responsibilities:**

Daily schedule may be adjusted during the week of these events to allow for weekend involvement. All hours worked beyond the normal weekly expectation will be paid at time and a half or as otherwise required by law. (Events listed below are subject to change)

○ Fun-Fest Carnival	○ C.O.R.E. Kickoff
○ Family Fall Fest	○ Back-to-School Retreat
○ Breakfast with Santa	○ Family Retreat
○ Wellspring Summit	○ Winterfest
○ Seventh Grade Induction	○ Senior Summit
- Cooperation and coordination with the other administrative assistants on office matters.
- Performs other duties as required.



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Possible Benefits:

1. **Health Insurance:** Downtown may help to partially defray the expense of health insurance.
2. **Personal Leave:** after one year-40 hours [5 business days], non-accruing.
3. **Holidays:** Paid holiday as described in the *DC Personnel Policies Handbook*.
4. **Retirement:** Downtown will match up to 3% of salary that is contributed by the employee to a SIMPLE IRA.

Weekly Time Expectations:

- 32 or more hours per week