Position Title: Student Ministries Coordinator
FLSA Status: Non-exempt, Part-time, 25 hours/week
Supervisory: No
Reports to: Student Ministries Director

Who We Are

At Floris, we believe that we are not just another church. We choose to be a vital Christ-centered church where *all* people, including *all* students of *all* abilities, believe that they can come as they are, find community, build real relationships and grow in their faith. To further that vision, we are seeking a dynamic Student Ministries Coordinator that shares our passion for Jesus Christ and a heart for young people.

Summary Description

The primary purpose of this position is to support the Student Ministries programs of Floris UMC, providing administrative support and coordination of process to the Student Ministries area.

Responsibilities

Following the direction and guidance of the Student Ministries Director, responsible for the coordination (including promotion, registration and implementation) of Student Ministries' life groups, events and mission trips. Coordination includes working with vendors and event sponsors/supporters, summer interns, parents, students, and Church staff.

Coordinate the administrative details of all programs, events, communications and life groups for the Student Ministries department.

Update and maintain the social media postings for Student Ministries and provide overall support for online groups throughout all social media platforms for students.

At the direction of the Student Ministries Director, maintain financial records, including receipt verification and funding requests to/from Student families.

Provide program set-up and support for Sunday Night programs (Bright Life and Xroads) and other Grow Ministries' programs as needed.

Maintain and update database records and reports, including attendance, for Student Ministries and provide reporting as needed.

Assist in recruitment of all volunteers to serve in various capacities of Student Ministries.

Assist the Student Ministries Director to provide service opportunities to middle school and high school students in conjunction and in partnership with the Director of Serve Ministries.

Attends all necessary meetings as directed by the Executive Director, the Director of Grow Ministries and the Student Ministries Director to ensure that administrative tasks and work are in-line with the Lead Pastor's overall vision and the direction of the Student Ministries.

Qualifications

BA or equivalent OR a minimum of 2 years' experience in assisting with a large program area that requires using a diverse set of administrative skills to manage a large and expanding program involving students and/or children.

Strong organizational and administrative skills with a proven history of time management, priorities and deadlines and the ability to coordinate and work with other organizations or other Church staff.

Experience providing office support and use of office equipment such as copiers, folding machines, etc.

Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.

Proficient in Microsoft Office products, including Excel, Word and Outlook and a strong background in social media outlets and web-based platforms.

Strong interpersonal and communications skills and the ability to work as a team player.