

**NEW JERSEY CONFERENCE OF SEVENTH-DAY ADVENTISTS, INC.**  
**YOUTH MINISTRIES DEPARTMENT**

**JOB POSTING**

**ADMINISTRATIVE ASSISTANT**

**Summary/Objective**

To administrate the day-to-day operations of the Youth Ministries Department Office and its logistics of all Youth Ministries tasks. The role is to assist the Youth Ministries Directors. Keep track of events logistics, maintain the communication network, filing, research. Maintain an open communication with New Jersey Conference Youth Ministries Directors. Inform them of any changes, challenges, problems, and news. Have a good understanding of the Clubs function and policies.

This position is an extension of the NJC Youth Department, (Director, Associate Director, State and Zones Coordinators). Must always seek counsel with the Department Directors.

Opinion, comments and suggestions of the Adventist Youth and Clubs Directors and their staff should be addressed directly to the Youth Directors.

Be acquainted with and support all the State Coordinators, Zone Coordinators and Clubs directors.

**Summary of Duties**

1. Assist in coordinating, organizing, promoting, and working in all events promoted by the youth department including:
  - Pathfinder and Adventurers Bible Experience
  - Adventuree
  - Camporee
  - Fairs
  - Honors Day
  - Winter Games
  - Youth Convention
  - Mission Trips
  - Children's Festival
  - Youth Rallies
  - Or any other event created by the Youth Ministries Director
2. Process the Youth Ministries Department checks requests, refunds, expenditures and apply them to the correct accounts.
3. Maintain an open communication with the New Jersey Conference Pastors.
4. Answer phone calls, respond to e-mails, sort mail and respond as needed.
5. In charge of the online youth store by processing payments, receipts, and shipping.
6. Updating address database for each ministry.
7. Assist in the research and planning for upcoming events.
8. Filing reports for Pathfinders and Adventurers.

9. Preparing and mailing Department newsletter.
10. Mailing point system for Pathfinders, Adventurers, and Adventist Youth.
11. Coordinate, organize, and work in all the Coordinators meetings or directors meeting according to the calendar or those extraordinary planned by the Youth Director.
12. Assist by distributing activities promotion at least 6 weeks prior to the first event of the following quarter and preparing materials for upcoming events for each ministry.
13. Confirm reservations with locations where activities are being held.
14. Meet with department head to evaluate each ministry/activity based on evaluations.
15. Keep updated charts of the Quarterly Reports sent by the club directors.

### **Required Skills/Abilities**

1. Passion to work with Youth and Youth Ministries Clubs.
2. Administrative skills.
3. Interpersonal and customer service skills.
4. Comprehensive knowledge of core Microsoft Office.
5. Basic knowledge of Quick Books, MailChimp, including databases.
6. High level organizational skills and attention to detail.
7. Display positive, proactive, "can-do" attitude.
8. Flexible, interested in learning, able to grow into the role if/when it becomes more challenging.
9. Troubleshooting skills, ability to identify problems and provide assistance.
10. Work well under pressure, detail-oriented, strong multitasking.
11. Strict adherence to confidentiality and be a good steward of the Youth Ministries Department assets.
12. Ability to work independently.

### **Physical Demands**

This is a largely sedentary role; however, some standing, walking, bending, kneeling, carrying of light items, etc. required.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Required Education and experience**

Bachelor's degree in related fields, or experience in an administrative role

Bilingual in English and Spanish

### **Additional Eligibility Qualifications**

The New Jersey Conference is a bona-fide employer. Candidate must be a member in good standing of the Seventh-day Adventist Church.

Set a good example and live in harmony with the Seventh-day Adventist Christian living standards, and faithful giving of tithe.

Must complete and pass a background check prior to begin working.

**Position Type/Expected Hours of Work**

This is a full-time, exempt position. 38 hours per week. Monday through Thursday. Occasional weekend work for special events.

Have the flexibility to attend scheduled meetings and events outside of the office throughout the Conference territory as needed.

**Reports to**

Youth Ministries Directors

Please send resume to Human Resources:

Sarah Frodelly @ [sfrodelly@njcsda.org](mailto:sfrodelly@njcsda.org) – Fax: 609-802-0868

Deadline: October 24, 2019