

NEW JERSEY CONFERENCE OF SEVENTH-DAY ADVENTISTS, INC.
CHILDREN'S MINISTRIES, COMMUNICATION AND MEDIA, YOUTH MINISTRIES DEPARTMENT

JOB POSTING

ADMINISTRATIVE ASSISTANT

Summary/Objective

To administrate the day-to-day operations of the Children's, Communication and Media, and Youth Ministries Department Office and its logistics of all the departments tasks. The role is to assist the Children's, Communication and Media, and Youth Ministries Director (now on CCMYM). Keep track of events logistics, maintain the communication network, filing, research. Maintain an open communication with New Jersey Conference CCMYM Director. Inform them of any changes, challenges, problems, and news. Have a good understanding of the Clubs function and policies, Children's Ministries, Communication and Social Media.

This position is an extension of the CCMYM Departments, (Director, State and Area Coordinators). Must always seek counsel with the Department Director.

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

Be acquainted with and support all the State Coordinators, Area Coordinators, Clubs, Children, Communication directors, and volunteers.

Summary of Duties

1. Assist in coordinating, organizing, promoting, and working in all events promoted by the CCMYM departments including:
 - Pathfinder Bible Experience
 - Adventuree
 - Camporee
 - Fairs
 - Honors Day
 - Winter/Spring Games
 - Youth Convention
 - Mission Trips
 - Children's Festival / Conventions
 - Youth Rallies
 - Inspire Festival
 - Youth Camps
 - Conference Departments' Graphic/Marketing Needs
 - Or any other event created by the CCMYM Director
2. Process the CCMYM 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 Departments newsletter.
10. Coordinate, organize, and work in all the Coordinators meetings or directors meeting according to the calendar or those extraordinary planned by the Youth Director.
11. 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.
12. Confirm reservations with locations where activities are being held.
13. Meet with department head to evaluate each ministry/activity based on evaluations.
14. Keep updated charts of the Club Reports sent by the club directors.
15. Keep New Jersey Conference & Youth Departments Social Media Accounts updated and active.
16. Collect Articles for the Columbia Union Magazine (Visitor) and Social Media.
17. Website Updates.
18. Find designer/videographers/animators to help in the media production process.
19. Help maintaining branding consistency.

Required Skills/Abilities

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

Physical Demands

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

Other Duties as assigned

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, non-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

CCMYM Director

Hourly Pay

\$18.00 minimum - \$22.00 maximum

Please send resume to Human Resources:

Sarah Frodelly @ sfrodelly@njcsda.org – Fax: 609-802-0868