



JOB TITLE: SV Students Administrative Assistant

POSITION SUMMARY

The SV Students Administrative Assistant provides administrative support for all components related to delivering an extraordinary experience for students at Sun Valley Community Church (SVCC). In all actions they reflect the SVCC team leadership distinctives.

This position is approx. 28 hours per week.

ESSENTIAL FUNCTIONS

1. Provides administrative support for the SV Students ministry at assigned campus. Types, designs and distributes general correspondence, memos, charts, tables, graphs, business plans, forms, procedures, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy
2. Coordinates efforts with volunteer leaders to support scheduling and communication through Planning Center. Ensures and maintains integrity of communication to SV Students volunteers, students, and parents in Fellowship One (F1)
3. Maintains team database and tracks volunteers, ensuring information is current and accurate
4. Records and tracks attendance spreadsheets for weekly SV Students services, camps, events, and trips
5. Manages billing and payment processes for department
6. Assists with coordinating teams for special events and assists with organizing and coordinating various elements of the annual SV Students ministry camp season
7. Assists with follow up on connecting new students into SVCC
8. Assists with follow up with new and potential volunteers for junior and senior high age students
9. Assists at TKVR on Sunday nights to ensure that administrative details and processes are in place and followed

MINIMUM QUALIFICATIONS

High school diploma or equivalent
One year of administrative experience
Proficiency with Microsoft Office Suite, database application(s), and Google Docs
Effective communication skills, both verbal and in written form
Thorough, detail oriented with strong organizational skills
Ability to multitask and adhere to deadlines
Collaboration skills, teamwork orientation, flexibility
Agrees and aligns with the vision, values, pathway, leadership distinctives, and doctrinal statement of SVCC

PREFERRED QUALIFICATIONS

Two years of related experience

