



# MISSION HILLS CHURCH

REAL. MESSY. NEW.

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## NEXT GEN ADMINISTRATIVE ASSISTANT

**Campus :** Littleton

**Department :** Ministry Environments

**Direct Report :** Next Gen Pastor

**Position :** Full Time

**Hours :** 32 Hours (Kids 40% | Students 40% | Young Adults 20%)

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### WHY WE'RE LOOKING:

To assist the Kids, Students, and Young Adult teams in the administration duties of their departments to support the mission of helping all the Next Gen grow with Jesus for a lifetime.

### WHAT YOU'LL NEED:

- Education and/or experience that have prepared you for this role
- Commitment to our mission: we help people become like Jesus and join him on mission.
- Commitment to our vision: we're working towards reaching everyone on the Front Range of Colorado with the good news of Jesus
- Commitment to our core values: we're a crazy generous, daringly creative, intentionally improving, Bible-driven, kingdom-minded, tribe
- Agreement with our doctrinal statement (Bible-driven church that's part of Converge Worldwide)
- Demonstrates a clear commitment to and love for the Next Gen of Mission Hills Church
- Detailed, team player, servant's heart, active learner, problem solver, flexible, and calm demeanor
- Partnering skills, organizational skills, self-starter, contributor, communication skills, & a servant leader
- Experience in administration of a large church or Next Gen ministry (preferred)
- Education and/or experience in typing, computer, telephone, and accounting skills
- Strong knowledge in Microsoft Office suite, Slack, GroupMe, Rock and other databases and apps for communication

### WHAT YOU'LL DO:

- Support the implementation of the vision, mission and core values of Mission Hills Church
- Attendance sheets and data processing for kids, student and young adult programs
- Purchase, stock, and order supplies and snacks for Next Gen ministries
- Support ministry expenses and reimbursements
- Update and maintain the database of all approved Serve team members including application completion, completing reference checks and background checks
- Review and edit communication for all Next Gen ministry to parents and Serve team members
- Update and maintain the database of all involved kids, students and young adults
- Provide support in recruiting and training Serve team members for Next Gen
- Support Next Gen Pastor, Kids, Student and Young Adult staff teams with various tasks
- Occasional presence at key programs/events throughout the year for Next Gen
- Assist the Next Gen staff with details for strategic events/programs throughout the year
- Meet regularly with Kids Director, Middle School Pastor, High School Pastor and Young Adult Director for clarity of weekly/monthly tasks
- Meet weekly with the Next Gen Pastor to over communicate and check in
- Meet regularly with the Next Gen Pastor to pursue ongoing spiritual and professional growth opportunities

### COMPENSATION:

The anticipated salary for this role is \$33,000 - \$39,000 with full benefits provided in addition to the salary.