



## **Next Gen Assistant Job Description**

**Accountable to:** Next Gen Director

**Job Type:** Non-exempt, Part-time

### **Job Overview**

The **Next Gen Assistant** is responsible for administrative support for the Next Gen Director and Next Gen Kids Associate Director.

### **Essential Functions**

#### **Kid's Ministry**

- Assist with the implementation and preparation for Sunday mornings; enter attendance in the database; and manage communication with families.
- Set up and take down Sunday morning classroom spaces and sign-in areas.
- Oversight of Kid's Ministry supply storage and the preparation of supplies for classroom activities and crafts, "take-home" items, and handouts for in-sanctuary children.
- Connect with baptism leaders and families to support baptism ministry.

#### **Student Ministry**

- Administrative support for the Student Ministry Director including the entering of student information and attendance in the database, and other support as needed.
- Set up and monitor online registrations for events and retreats. Follow up with students and families as needed.
- Support the Student Ministry Director in utilizing various communication channels for the promotion of upcoming programs and events.
- Purchase supplies, refreshments, prizes and giveaways to support Student Ministry functions.

### **Education and Experience**

- Associate degree or equivalent work experience.
- Two+ years of experience working or volunteering with children/student programs and educational leadership.

### **Key Competencies**

- Proficient in using computers and Microsoft Office.

- Excellent attention to detail.
- Strong communication and interpersonal skills.
- Learned or ability to learn software applications needed for the job

**Working Conditions/Physical and Mental Demands:**

Employment as a Nursery/Childcare Staff member involves working in a controlled temperature environment. Must be able to regularly talk and hear, lift 20 pounds, stand, walk, and reach with hands and arms. Must frequently bend and stoop when necessary to complete job duties. Requires the ability to work Sundays and occasional evenings.

*Crossroads is an equal opportunity employer. All are welcome and encouraged to apply regardless of race, sexual orientation, gender identity or political views.*