

ADMINISTRATIVE ASSISTANT FOR YOUTH & FAMILY MINISTRY

Part-Time: 20 – 25 hours per week

Hours: Sunday (mandatory), Monday – Thursday (flexible), and special events

Primarily in person, at Mile Hi Church in the Youth Office in the Vogt Center

Potential hybrid option available after the training period.

Duties:

- **Sunday mornings** – help plan and lead current programs and welcome new families
- **Build community** – learn the names of parents and children and the ways we can support them
- **Environment** – help maintain classrooms, youth office, storage spaces, supplies, marketing materials
- **Maintain information** – youth information in church database and volunteer files
- **Service projects** – create and support youth service projects
- **Social Media** – monitor and post to our social media platforms
- **Camps and events** – help plan and support youth activities
- **General** – word processing, spreadsheets, filing, phone calls, copying, data entry