



RENAISSANCE  
CHURCH

## Student Ministry Assistant

Job Description

(part-time, 20 hrs/wk)

### Position Overview

The Student Ministry Assistant supports the Pastor of Student Ministry and the Student Ministry team through administrative, organizational, and logistical assistance. This position ensures the efficient operation of Ren Students activities and events while facilitating communication between staff, students, parents, and volunteers.

### Key Responsibilities

#### Administrative Support

- Manage the Pastor of Student Ministry's schedule, appointments, and meeting preparation
- Maintain ministry records, including attendance, volunteer forms, permission slips, and financial documentation in partnership with Operations staff; responsible for reviewing and following up on new student Connect Cards
- Track and manage the Student Ministry budget, including expenses, reimbursements, and resource procurement
- Coordinate with the Creative Team to distribute newsletters, announcements, and promotional materials via email and print
- Monitor and respond to emails and phone calls related to the ministry
- Handle logistics for summer and winter camps, including registrations, bus scheduling, and communication with camp administration, and oversee drop-off and pick-up

#### Events and Programs

- Assist in planning and executing Student Ministry events, such as retreats, mission trips, and weekly gatherings. Participate upon request
- Manage responsibilities for events, including logistics for transportation, accommodations, and supplies
- Coordinate volunteers for events and weekly programs, ensuring all roles are staffed for smooth operations

### **Volunteer Coordination**

- Assist with recruiting, onboarding, training, and scheduling volunteers
- Maintain regular communication with volunteers and provide ongoing support

### **Miscellaneous Responsibilities**

- Attend Student Ministry planning meetings and participate in staff meetings
- Perform other duties as assigned by the Pastor of Student Ministry or Director of Staff to support ministry goals

## **Qualifications**

### **Education and Experience**

- High school diploma required; college degree preferred
- 3–5 years of administrative experience, preferably in a church or nonprofit organization.
- Proven history of working with adolescents

### **Skills**

- Strong organizational and multitasking abilities
- Self-starter with proactive problem-solving skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite, Google Workspace, and church management software
- Familiarity with social media platforms, basic graphic design tools, and Propresenter is a plus

### **Personal Attributes**

- A committed Christian who aligns with the beliefs and vision of Renaissance Church
- Friendly, enthusiastic, and approachable with strong interpersonal skills
- A team player with a servant-hearted attitude who handles sensitive information with discretion

### **Hours**

- Part-time role with semi-flexible hours; required on-site Friday evenings, Sunday mornings, and “as needed” event support

Please email your resume to Glory DeSimone at [glory@renchurch.com](mailto:glory@renchurch.com).