



**Next Gen Assistant**  
Report to Student Minister  
Non-Exempt, 20 Hrs. Per Week  
(28 Hrs. On As Needed Basis)

### **Qualities:**

- Professed belief in Jesus Christ as personal Lord and Savior. Growing through Bible study, prayer life, fellowship, regular worship practices and biblical financial habits.
- Be a self-starter, able to prioritize and manage a workflow, and able to analyze and make decisions that lead to solutions.
- Have the capability to interact with people of all ages and positions, competent in listening, speaking and presenting information in writing.
- Be an enthusiastic, positive person.
- Be capable of working collaboratively with FCC's pastoral and support team members.
- Possess proficiency in Microsoft Office Suite, Google applications, Planning Center Online (PCO-*will train*), pertinent social media platforms, and Canva.

### **Responsibilities/Tasks**

- Next Gen Administrative Assistant
  - Manage all Next Gen event registrations in PCO.
  - Assist in preparation, purchasing and set-up for special events and Next Gen programming.
  - Support FCC Kids & FCC Students by regularly attending Next Gen meetings and 1:1 meetings with Children's Minister & Student Minister
  - Attend staff meetings.
  - Assist in managing Next Gen social media accounts.
  - Manage the Next Gen calendar, coordinating with the FCC master calendar.
  - Assist in the design, planning, brainstorming of calendars, events and ministry efforts.
  - Pull together weekly and seasonal attendance reports and send follow-ups.
  - Manage all group mailings as well as sending individual cards for birthdays and follow-ups.
  - Work as a collaborative part of FCC's administrative assistant team.