

TITLE: Next Gen Administrative Assistant
STATUS: Non-exempt, Hourly, Part-Time (25 hours)
SUPERVISOR: Next Gen Team Leader

TEAM: Next Gen Team / Admin Staff
DATE: April 2026

POSITION SUMMARY: This position provides administrative and operational support to help facilitate and organize the day-to-day operations of the Next Gen Team working in the areas of Kids & Students ministry. This role is directed by the Kids & Students ministry staff under leadership of the Next Gen Team Leader.

PRIMARY RESPONSIBILITIES:

Finances

- Collect, process, & account for income through registrations, payments, offerings, etc.
- Process check requests & receipts for purchases, reimbursements, and other expenses
- Maintain budget spreadsheets for Next Gen budgets (Students, Kids, and Sports)

Church Management System (Planning Center Online)

- Track and maintain attendance, registrations, and forms
- Reserve Next Gen rooms & resources

Communications

- Coordinate gathering and submission of information for website, e-mail, etc.
- Assist with communications to guests, volunteers, congregation, ministry partners, vendors, etc.

Volunteer Management

- Maintain current list of Next Gen Team volunteers and leaders
- Manage and maintain updated background checks for all Next Gen staff and volunteers
- Order catering meals and gather resources for volunteer appreciation and trainings
- Assist with volunteer scheduling for specified Next Gen ministries

Miscellaneous

- Assist Administrative Team with general office operations
- Attend All-Staff, Support Staff, Next Gen Team (keep minutes/action items), and 1:1 meetings
- Order/purchase supplies needed by Next Gen Team
- Manage soda machines

REVIEW

The person in this position will participate in an ongoing review process to ensure the working relationship is mutually beneficial. Review will be given by the Next Gen Team Leader in collaboration with the Next Gen ministry staff. Performance will be measured by the current GCC review process.

WORKING RELATIONSHIPS

Direct Report to Next Gen Team Leader

Collaborative partnership with Next Gen Ministry Staff and with GCC Staff

KNOWLEDGE, SKILLS, & ABILITIES PROFILE:

- Organized and attentive to details
- Ability to learn Word, Excel, OneDrive, Dropbox, Planning Center and other computer programs as needed
- Skilled in financial records and tracking
- Strong ability in verbal and written communications, grammar, and proofreading
- Commitment to a steady office work schedule
- Ability to organize and manage numerous projects and tasks according to priorities and deadlines
- Ability to lift 15lbs.

PERSONAL ATTRIBUTES:

- Member of Greenwood Christian Church with commitment to the mission, vision, and values of GCC.
- Alignment with the qualities and actions required of Greenwood Christian Church employees as defined in the Personnel Policy Manual
- Ability to maintain confidentiality
- Positive outlook and team mentality with ability to work in harmony with other staff members
- Able to be adapt and flex with changing priorities and ministry needs