

# MIDDLE SCHOOL ADMIN ASSISTANT

## Job Description



### Primary Purpose

The Slingshot Administrative Assistant will work in close collaboration with the Ministry Assistant and Middle School Director to accomplish the day-to-day administrative functions of the ministry. This role is essential in building a healthy ministry by equipping and training leaders, while simultaneously serving as a primary point of contact to ensure consistent, clear communication and connection with parents.

### Position Requirements

- High School Diploma or two years' work experience in related field.
- Experience working or serving in ministry setting preferred.
- Ability to develop and lead teams of volunteers.
- Strong organizational skills and ability to accomplish multiple tasks.
- Proficient knowledge of Microsoft Office (Word, Excel and Powerpoint) and MacOS programs (Keynote, Pages, Numbers).
- Professional presence on the phone and in-person.
- Excellent verbal and written communication.
- Ability to work independently, as well as with a team.
- Ability to be teachable, seeking out coaching and learning for growth and development.

### Position Responsibilities

- Primarily responsible for planning, preparation, and follow up for weekly Sunday services.
- Primary point of contact for student and parent engagement through email correspondence and social media messages.

### Ministry Department:

Student Ministries

### Reports To:

Middle School Director

### Status:

Part Time (20 hours/week,  
Including Sundays)

### Revised:

September 2026

***Rockharbor Church exists to love and lead one another to be devoted followers of Jesus.***

*We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!*

- Collaborate with parents to strengthen family discipleship, providing resources and and support.
- Attend and document using Contio, all Slingshot related meetings.
- Recruit and develop capable volunteers to assist in Slingshot administrative tasks throughout the week. Facilitate the onboarding for all new volunteers.
- Provide discipleship for coaching leaders for 1:1 meetings.
- Collaborate with the Middle School Director to increase parent engagement and involvement. Focus on developing events and strategies to improve parents involvement.

### **Personal and Spiritual Requirements**

Has a growing relationship with Jesus, and a commitment to spending daily time with Him.

Models a strong relationship with his or her spouse (if married) and children (if applicable).

Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships, and actions.

### **Models standards and expectations of Rockharbor Church leadership, including, but not limited to:**

- Upholding Rockharbor's Core Values and mission
- Regular attendance at Rockharbor Church services
- Regular participation in a Community Group
- Partnership through tithing and serving
- Abstaining from smoking, vaping and illegal substances
- Models discretion and positivity in use of Social Media
- Setting of appropriate boundaries to protect character and integrity.