

## **Position: FS Student Assistant**

**Reports to:** Student Pastor

**Job Status:** Part-time / Hourly Employee (21 hours per week)

### **Job Description**

The FS Student Assistant provides administrative and operational support to the FS Students ministry, helping create an organized and welcoming environment for students, families, and leaders. This role supports ministry systems, communication, and logistics with excellence and consistency, in alignment with the Mission, Vision, and Core Values of Five Stones Church.

### **Responsibilities**

- Provide administrative support for FS Students ministries, team members, and servant leaders.
- Oversight of FS Students student check-in (scheduling servant leaders, setting up, communication, processes, supplies, etc).
- Receive and respond to FS Students communications (email, phone calls, etc).
- Coordinate logistics and resources for FS Students events, meetings, and projects (create forms, submit calendar/security/communication requests, order food, reserve inflatables, etc.).
- Assist in the planning and execution of Next Gen events.
- Generate and organize reports for all FS Students events, small groups, servant leaders, etc.
- Keep track of the servant leader screening process, current background checks, and safety procedures.
- Regularly update and maintain accurate information in FS Connect.
- Assist FS Students with printing and mailing correspondences to servant leaders, Five Stones families, and others.
- Identify opportunities to improve ministry systems, communication, and workflows to enhance effectiveness and sustainability.
- At the direction of the Student Pastor, document and update Next Gen processes and procedures.
- Collaborate with necessary staff to ensure all related communication, production, events, purchasing ,etc. are completed according to established procedures.
- Communicate with appropriate staff in advance of FS Students events to coordinate with the master calendar and promote events with adequate advance notice.
- Assist with other tasks as assigned.

## Qualifications

### Personal

- A growing and vibrant relationship with Christ and alignment with the spiritual and cultural values of Five Stones Church.
- A partner of Five Stones Church or willing to become a partner.
- A person of integrity, authenticity, and humility - marked by transparency and a servant's heart.
- Strong interpersonal skills, emotional intelligence, and a commitment to servant leadership.
- Maintains a positive attitude and demonstrates a high level of mental focus.
- Demonstrates strong attention to detail, with the ability to prioritize tasks, work well under pressure, and follow through with initiative and diligence.
- Excellent time management and organizational / administrative skills.
- Committed to continuous improvement; welcomes feedback and is self aware of strengths and growth areas.
- Vision, hearing, and adequate speech are essential
- A valid driver's license is required to drive a personal vehicle when necessary.
- A desire to learn new skills as needed to help the student ministry.
- Must be able to lift 35 pounds.
- Basic computer skills preferred but not required: Google platform including Google docs, Gmail, Drive; Microsoft Office Suite, CCB's FS Connect or similar CRM application.

### Experience

- A minimum of two years of similar responsibility (administrative), with ministry experience preferred.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Five Stones Church reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.*