



OVERVIEW

The Western Ontario District has vibrant and energetic Next Generation Ministries! The Clerical Assistant to the Student Collective plays an integral role in equipping the next generation and its leaders to grow in their faith and calling. As a key member of the team, this person will be passionate about fulfilling the mission of these two WOD Departments. The ideal person is passionate about Jesus, has a depth of faith that leads to an active pursuit and is connected to a local church body.

This person will help fulfill the organization's vision of developing 'Healthy Leaders' who develop 'Healthy Churches', by helping inspire and resource young leaders across the District to shape their culture towards spiritual vitality.

They will function under the direction and leadership of the District Superintendent and Secretary Treasurer while providing support to The Student Collective Director and Administrative Assistant.

SKILLS & SPECIFICATIONS

The role of Clerical Assistant to The Student Collective requires a unique skill set that supports the vision of this ministry. This role serves to support the administrative needs of the department.

KEY STRENGTHS:

- The ability to communicate clearly and effectively with those around you representing the ministry well at all times
- A depth of organization with focused attention to detail and prioritization
- Ability to follow through on tasks with dependability while maintaining strict confidentiality
- An understanding of youth and young adult ministry is essential
- Flexibility, humility and a desire to invest in, and equip others
- Effectively manage time and responsibilities

RESPONSIBILITIES

EVENT PREPARATION AND IMPLEMENTATION

This position assists with the logistical needs of The Student Collective's events including:

- Preparation of things like event lanyards, binders, guest needs and welcome packets
- Oversee online registrations and answer incoming questions for events
- Coordinate/Communicate with exhibitors and volunteers
- Process finances and payments on-site and pre/post events
- Coordinate Department Event Timelines within The Student Collective

ADMINISTRATION

This position requires administration for The Student Collective including:

- Implement a strategic social media presence and manage effectiveness
- Assist staff with administrative tasks such as scheduling, booking, and purchasing
- Proof-read articles, e-blasts and website content
- Manage activities, follow up as necessary
- Work closely with The Student Collective Administrative Assistant towards completion of tasks assigned.