



## CROSSROADS CHURCH | JOB DESCRIPTION

<b>Position Title:</b>	Student Ministry Administrative Assistant
<b>Department:</b>	Student Ministry
<b>Reports to:</b>	Student Ministry Pastor
<b>Hours:</b>	Full-time

### **Position Summary:**

Crossroads Church is growing like never before, and we're pumped to be adding an Administrative Assistant to our Student Ministry team! This role is all about supporting our Student Pastor in serving 7th-12th grade students and helping them grow in their faith, build relationships, and step into their calling as followers of Jesus. A part of what you'll get to focus on is shepherding students, pouring into leaders, helping carry out vision, and using organizational skills to keep StuCrew moving with clarity, consistency, and excellence.

This is a full-time administrative role that will also have a highly relational emphasis. If you're passionate about Jesus, love working with students, and thrive in a team environment where vision and structure meet reel-life impact, we'd love for you to apply for this position.

### **Key Responsibilities:**

#### **Administrative & Operational**

- Manage weekly administrative tasks (emails, scheduling, communication, attendance tracking, check-ins, etc).
- Maintain CCB database accuracy and ensure follow-up systems are timely.
- Support interns and residents through scheduling, accountability, and feedback.
- Build effective infrastructure and systems that create long-term success in Student Ministry operations.
- Equip students to engage Scripture throughout the week through print, digital, or group resources.
- Provide Home Crew leaders with devotionals and content to strengthen discipleship in groups.

#### **Spiritual Leadership**

- Shepherd & support Home Crew leaders (recruit, equip, and encourage).
- Oversee the structure, health, and multiplication of Home Crews.
- Build relationships with students through presence at services, schools, and events.
- Serve as a visible and relational leader during StuCrew Encounters and events.
- Support campus crews administratively and relationally, ensuring they are consistent and connected.

#### **Volunteer Support & Development**

- Assist in recruiting, onboarding, and encouraging volunteers.
- Provide clarity, role-specific training, and consistent follow up for leaders.
- Partner with Student Pastor to place volunteers in best-fit ministry roles.



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### **Qualifications:**

- A growing personal relationship with Jesus Christ and alignment with the mission and values of Crossroads Church.
- Active membership and faithful attendance at Crossroads Church.
- Shepherd's heart with a clear call to student ministry.
- Relational and approachable; able to disciple students and support leaders.
- Strong organizational and administrative skills with attention to detail.
- Proficiency in or willingness to learn tools such as CCB, Planning Center, and Google Workspace.
- Strong written and verbal communication skills.
- Humble, teachable, flexible, and eager to grow on a team.
- Self-starter who can work both independently and collaboratively.