

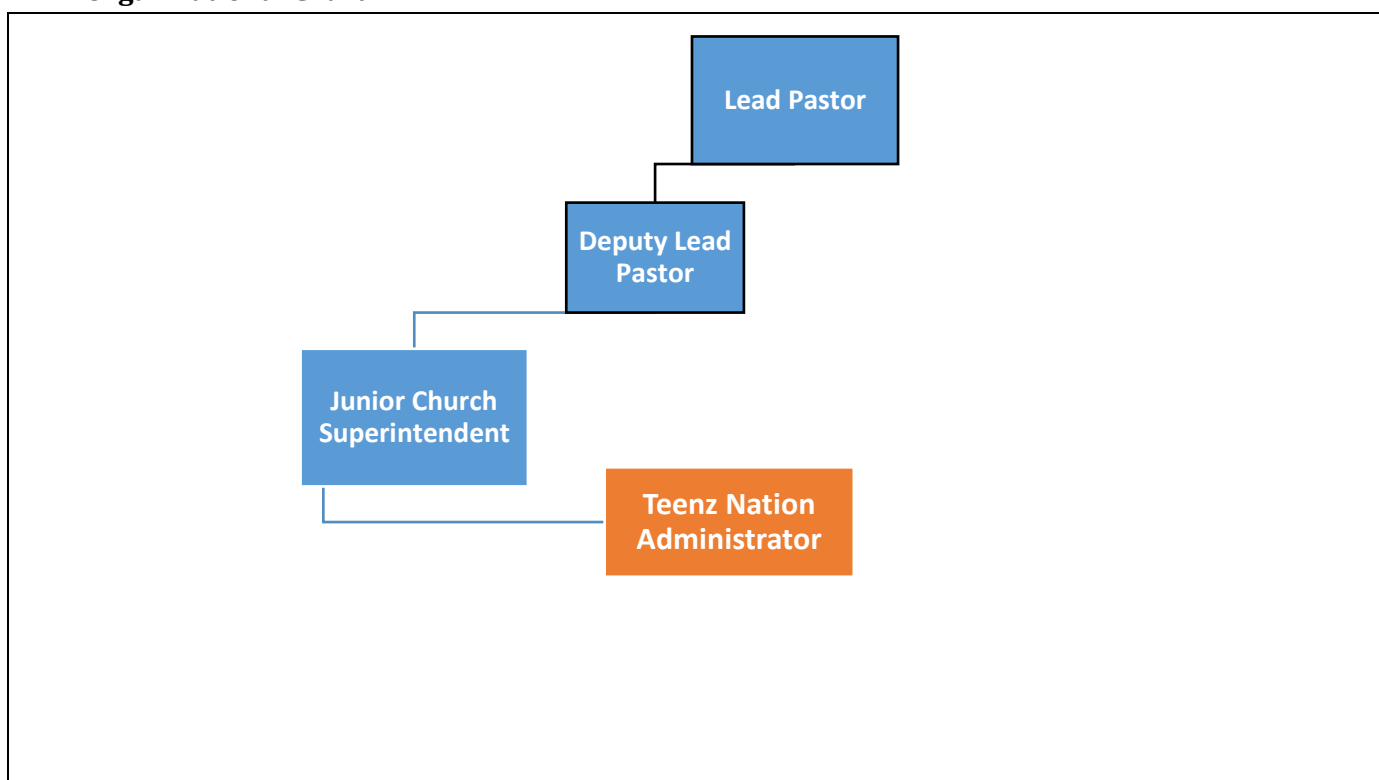
EMPLOYEE JOB DESCRIPTION

Job Title	Administrative Assistant – Teenz Nation	Department	Admin
Reports to	Head Junior Church	Position Type	Part Time
Supervises	None		

1. Job Objective

The Teenz Nation Administrative Assistant will be primarily responsible for executing the administrative and operational activities required to fulfil the ministry objectives of Teenz Nation.

2. Organizational Chart



3. Key Deliverables

Key Result Areas (What) <i>(List expected results that must be achieved to fulfil job purpose)</i>	Supporting Activities (How) <i>(What are the key activities undertaken to achieve the desired end results?)</i>
Admin and Communication	<ul style="list-style-type: none"> • Ensure the proper and up-to-date maintenance of a database of all teenagers in the church as well as one of members of the workforce • Ensure effective data gathering for new teachers and teens including the tools e.g. first timer cards and gifts • Collate reports for weekly services as well as special events, prepare and submit monthly reports • Track and communicate birthdays and other noteworthy celebrations of teens and Teenznation Teachers • Communicate/ send reminders for meetings ahead

	<ul style="list-style-type: none"> • Communicate important announcements from the adult church to the team • Manage external correspondence to/ liaison with other churches ahead of events. • Track volunteers, teachers and invited guests as per service schedule/plan, ensuring the provision of alternatives when necessary. • Generate service reports and highlighting areas of improvement. Manage all data that come from the service to include managing follow-up of new converts and any special situations. • Supervise all paid and volunteer staffers of Teenz Nation and sign off on deliverables. Examples include instrumentalists, cleaners, etc. • Act as collator and custodian for all information for announcements for each meeting. • Count, record and remit offerings from all meetings.
<p>Service Coordination</p>	<ul style="list-style-type: none"> • Ensure services start and end on time, stewarding all services to ensure that they go well and/or as planned. • Ensure all materials and items needed for services are in place. Examples include musical and sound instruments, teaching materials and food & drinks where needed.
<p>Social Media Management</p>	<ul style="list-style-type: none"> • Working closely with the E-Church Editor and Strategy team to assist with coordinating the E-Church and Social Media platforms structure of Teenz Nation, manage content across all platforms, organize and ensure up to date content periodically, as need may arise. • Assist with tracking and coordinate all information for weekly Social Media & EChurch posts across all platforms at the start of each week. • Post and assist with managing content across Teenz Nation Social Media platforms • Assist with maintaining a consistent look and feel throughout all Teenz Nation Social Media platforms • Assist with Copyedit and proofreading some E-Church and Social Media content as need may arise • Ensure Website and Social Media information is archived for future needs and referenced. Ensure & Coordinate updated website periodically and as the need arises. • Work with Strategy team to implement all processes necessary to sustain the continued viability and innovation of Teenz Nation Social Media and E-Church platforms • Storage and maintenance of all Teenz Nation E-Church and Social Media materials. Develop a convenient filing system and ensure filing of all Social Media material for future use.

Special Event Management	<ul style="list-style-type: none"> • Assist in preparing, seeking approval and implementation of programme strategic plans, budgets and grids • Coordination of publicity plans while liaising with TEC Communication team to ensure implementation • Liaise with other participating teams within TEC (For Ex. – Sound, Multimedia, FM, Traffic, Choir etc.) to ensure successful implementation • Coordinating the activities of team members (volunteers) to ensure all obligations are fulfilled • Prepare post-event reports and documentation of lessons learnt
---------------------------------	--

4. Skills and Knowledge

<i>(Knowledge, Skills and Behaviours required to succeed in role)</i>	
Educational Qualification	<ul style="list-style-type: none"> • 1st degree in any field of study • Certifications in Marketing/ Branding or HR is an added advantage
Relevant Experience (<i>Type and minimum years expected</i>)	<ul style="list-style-type: none"> • Previous experience in similar roles or as a volunteer Teens teacher
Functional Skills	<ul style="list-style-type: none"> • Project Coordination • Problem Resolution • People Management • Trouble Shooting • Planning and Coordination • Excellent Written and Oral Communication Skills
Attitude and Behavioural Traits	<ul style="list-style-type: none"> • Born again • Has a passion for teenagers • Outstanding organizational • Excellent interpersonal • Resourcefulness • Eye for Details • Analytic Mind