**JOB POST | NEXTGEN ADMIN**

**CROSSWATER COMMUNITY CHURCH**

**OVERVIEW**

Crosswater Community Church seeks to lead people to become fully devoted followers of Christ. We desire to be a connection point for everyone and develop followers of Jesus through relationships, discipleship, and leadership development.

The ideal candidate has a heart and passion for serving and supporting families, children and youth to ee faith in Jesus developed in the next generations. The NextGen Administrator will collaborate closely with the NextGen Pastor, Youth Pastor, and Children’s Pastor by providing administrative coordination and systems support for the ministry team. The person will get to be part of a passionate, family-oriented team that desires to grow its reach and engagement with families in our community.

**AREAS OF RESPONSIBILITY**

* Collaborate with the NextGen Discipleship team to coordinate all aspects of NextGen events, including volunteer/leader appreciation, Youth trips, VBS, child dedications, trainings, graduation “move up” processed, etc.
* Support the NextGen with database training to leverage users for effective processes through systems (F1, Planning Center, InFellowship, Slack, etc.)
* Partner with other administrative ministry staff and teams to ensure consistency and sharing of best practices occurs in our online data systems, ensuring quality data and effective use.
* Perform other administrative duties as requested by NextGen Pastor.
* Manage all aspects of database utilization for the NextGen team including data entry, reports, and cleanup. Collaborate with NextGen on F1 reports, processes, and database cleanup.
* Coordinate logistics of centralized leader trainings & events for NextGen ministries, including scheduling trainings, registering participants, providing materials, and tracking attendance.
* Provide F1 training to NextGen ministry volunteers and use of technology check-in systems and processes.
* Work on special NextGen projects, as needed.
* Help ensure materials are prepared and ready for each Sunday. Ensure NextGen bulk supplies are properly stocked for church use (Baptisms, Child Dedications, etc.)

**EXPECTATIONS / QUALIFICATIONS**

* Associate’s Degree or higher education preferred.
* Minimum of at least three years of office administration experience.
* Must have strong attention to detail.
* Proven ability to multitask and maintain sensitive, confidential information.
* Excellent verbal and written communication skills.
* Strong decision-making and organization skills; demonstrate sound judgment.
* Ability to operate a computer and corresponding software applications.
* Experience in database management systems, Microsoft Office, and data entry. Experience in Planning Center a plus.
* Ability to engage effectively and positively with groups and individuals on a variety of social media platforms in a way that reflects Jesus Christ.
* Spiritually mature: models the lifestyle of a passionate follower of Jesus.
* The ideal candidate attends/is a member of Crosswater Community Church.

**WHY WORK AT CROSSWATER**

* We provide excellent work-life balance to ensure staff feel continually renewed spiritually, emotionally, and mentally.
* All staff are provided leadership development opportunities.
* You get to be part of the big picture and make an impact for His Kingdom every day!