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| ***Job Description*** |
| **Job Title:** | **OLC Events + Admin MA** | **Department:** | **OLC** |
| **Reports To:** | Operations Coordinator | **Effective Date:**  | 8/1/2023 |
| **Position Summary:** |
| *The OLC Events + Admin is an MA position for the OLC ministry. The job consists of overseeing and assisting in the administrative details for Oaks Learning Center. They will assist in processing confidential staff and student information, as well as organize files and help create systems to move this new ministry forward. In addition, they will assist the Operations Coordinator and OLC leadership in planning and executing all events.*  |
| **Job Responsibilities & Duties** |
| * *Oversees the creation of staff and student files according to the state’s Minimum Standards.*
* *Assists the OLC leadership in parent communication as necessary.*
* *Assists the OLC leadership in budgeting, purchases, and inventory upkeep to ensure the program continues to run smoothly.*
* *Assists the OLC leadership in creating and running leadership trainings for staff members.*
* *Works with the Operations Coordinator and OLC leadership in planning and executing all events, including the initial brainstorm, scheduling of staff and dream team, gathering supplies, setting up the experience, ordering any necessary food items, and leading 4 Helpful assessments.*
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| **Supervisory Responsibilities** |
| * *Dream Team for events*
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| **Anticipated Time Commitment** |
| * 12-16 hours each week, M-Th
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| **Education and Experience** |
| * High school degree or GED
* Willing to learn Minimum Standards
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| **Required Skills/Abilities** |
| * Organized
* Efficient
* Teachable
* Excellent communication
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| **General Expectations:** |
| * Commitment to continual growth in personal spiritual life and relationship with Christ
* Attend Tuesday Staff Prayer Meetings, All Staff Meetings, “All Hands On Deck” Events
* “Serve One and Attend One” at weekly Oaks Church Sunday services.
* Support the vision, values and ministry of Oaks Church through tithing, serving, etc.
* Proactive thinking and willing to learn and train others
* Model a Godly life for volunteers
* Be teachable with a humble and submissive attitude
* Maintain all information confidential (about staff, projects, property, members, etc.)
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| **FLSA Status: *(HR use only)*** |