

NEXT GEN ASSISTANT

Generations is a growing, multi-generational church of 1,800+ people in Northern Colorado, and online.

We exist to help one more person find and follow Jesus.

OVERVIEW

The Next Gen Assistant provides high-level administrative, organizational, and ministry support for the Kids, Youth, and Young Adults ministries. This role ensures smooth daily operations, excellent communication, and consistent execution of ministry initiatives across all ministries within Next Gen. The ideal candidate is detail-oriented, proactive, ministry-minded, and able to thrive in a dynamic, team-based environment.

TEAM STRUCTURE

This role reports directly to the Next Gen Executive Pastor(s) and supports Next Gen ministries of Kids, Youth, and Young Adults.

CLASSIFICATION

Full-time position, typically 45 hours per week, with some weekend and evening responsibilities for ministry events. Comprehensive benefits package (health, PTO, holidays, and other organizational benefits).

AREAS OF OVERSIGHT

ADMINISTRATIVE/OPERATIONAL SUPPORT

- Provide direct administrative support to the Next Gen Executive and Next Gen Staff.
- Maintain accurate records, ministry databases, volunteer rosters, attendance tracking, and documentation.
- Oversee/Support Kids & Youth Ministry Check In Process on Sundays (stations, supplies).
- Support weekly programming for Kids, Youth, and Young Adults by coordinating logistics, materials, and communications.
- Assist with event planning and execution, to include retreats, camps, outreach events, trainings, VBS, Kids Baptisms, fireworks youth tents, and special services.
- Manage 1st time guest follow-up.

VOLUNTEER COMMUNICATION/SUPPORT

- Recruit, train, & schedule a weekly team of volunteers for Kids Ministry Check In.
- Track/input data into OnRealm (Church Database).
- Serve as a friendly, informed point of contact for families, volunteers, and staff.
- Draft and distribute ministry communications such as emails, newsletters, reminders, and social updates.

- Collaborate with creative/communications teams to maintain updated content for websites, social media, and promotional materials.
- Maintain the volunteer database, including onboarding, background checks, scheduling, and status updates.

RESOURCE & SUPPLIES MANAGEMENT

- Manage ministry supplies, materials, and equipment; coordinate ordering and inventory.
- Assist with the preparation of teaching resources and curriculum materials.

KEY COMPETENCIES

- **Servant Leadership:** A heart to support ministry teams and empower others.
- **Adaptability:** Able to work in a fast-paced environment with shifting priorities.
- **Initiative:** Proactively identifies needs and takes action without needing direction.
- **Collaboration:** Works well with staff, volunteers, families, and students.
- **Problem-Solving:** Brings solutions, creativity, and calm to various challenges.

SPIRITUAL QUALIFICATIONS

- A growing and vibrant relationship with Jesus
- Ownership of and loyalty to the mission, vision, and spiritual rhythms of Generations Church
- A passion for showing people who Jesus is through character and conduct

PROFESSIONAL QUALIFICATIONS

- Experience in administrative, office, or ministry support roles.
- Strong organizational skills with excellent attention to detail.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information.
- Proficiency or ability to learn software (i.e. Planning Center, Excel, Church Database (OnRealm)).
- Comfortable working in a church or ministry environment with alignment to mission and values.

To Apply: Send cover letter and resume to iann@wearegenerations.church

Contact: Ian Nancy 616-808-9465 (text or call) with any questions.