

**Documents Related to the Recruitment of
THE YOUTH MINISTRY ADMINISTRATIVE ASSISTANT
Scripture Union Peninsular Malaysia
1 January 2008**

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Job Title: Administrative Assistant, Youth Ministry
Reports to: The Youth Ministry Team Leader

1. Job Description & Summary

Working with the Youth Ministry Team Leader and with guidance from him/her, the Youth Ministry Administrative Assistant is to work with the rest of the Youth Ministry Team (comprising of up to 4-6 Ministry Staff, Associate Staff and Project Staff) so as to provide administrative, logistical, secretarial and clerical support for the effective implementation of the related ministry work as per the Departmental Thrust and the Vision and Mission of the Organization as outlined in this document.

Essential duties and responsibilities would include:

- a. Work related to the Upkeep of Data and Mailing list...
- b. Work related to the Stock Management of various related Resources and Materials...
- c. Work related to the Maintenance of various related Equipment...
- d. Work related to the Preparation for Special Meetings, Trainings Events and Camps...
- e. Work related to Meeting & Reporting within the Ministry Department...

2. Requirement & Qualifications

The applicant should have some working experiences related to administrative, logistical, secretarial and/or clerical duties; with basic knowledge in Word Processing & related computer skills.

The suitable candidate should be a person who is:

- a. in agreement with the vision, mission, ethos and values of the Organization...
- b. willing to learn from one another and to work together as a team...
- c. willing to work in an inter-denominational context...

3. Stipend & Remuneration

This position may be a full-time or a part-time job, with some flexibility in terms of working days and working hours. Subjected to the agreed final working arrangements, the successful candidate would receive a monthly pay package and other benefits which among others would include:

- a. A basic salary with EPF & Socso
- b. Related allowances
- c. Medical Benefits
- d. Annual Leaves, Public Holidays and Days Off

DEPARTMENTAL THRUST

For the Scripture Union Youth Ministry

As one of the Ministry Departments of Scripture Union Peninsular Malaysia, the SU Youth Ministry seeks to help secondary school students to be salt and light for Jesus Christ in their respective secondary schools. We pursue this core ministry by:

1. Supporting the School Groups.
2. Equipping students and adults to serve in these School Groups.
3. Networking with strategic partners.

Our current Strategies and Products include:

1. Research and Data on Schools Work
2. Visits to the School Groups
3. Various Resource Materials
4. Various Camps, Seminars and Training Events
5. The SCF Partner Program
6. Bible Quizzes
7. SPM Bible Knowledge