JOB DESCRIPTION

Position Title	Administrative Assistant, Children's Ministry
Position Reports to:	Pastor/Director of Children's Ministry
Department:	Youth & Children
Schedule (may vary)	20 hours: Sunday 5 hrs; remainder of hours during the week
Rate/Salary	$19/hr.

General Description

The Children's Ministry Administrative Assistant handles a variety of administrative tasks in support of the director, team leaders, and coordinators, including database management, supply ordering, volunteer onboarding, check-in, communications, and event support.

Specific Duties and Responsibilities

- Database Management:
    - Enter new children and families into our churchwide database, with an eye for accuracy and completeness.
    - Report attendance
    - Identify new families for e-mail or phone follow-up
    - Assign kids and parents to the correct classes and e-mail distribution lists
    - Execute move-up of grades at the start of the school year
    - Reserve rooms for events

- Volunteer onboarding
    - Monitor progress of new volunteers through the screening and approval process
    - Report weekly volunteer attendance
    - Prepare volunteer nametags

- Supplies & Ordering
    - Stock general office supplies
    - Fulfill coordinator requests for special items needed
    - Arrange catering for staff meetings and other events

- Sunday service Check-In
    - Set up self-check in stations
    - Set up new family registration table
    - Recruit & manage volunteers who can assist with new family greeting & registration

- Communication
    - Prepare e-mail newsletters
    - Prepare signage and other printed deliverables, when necessary (advanced graphic design skills are *not* required)
    - Respond to general inquiries about the ministry

- Event support
  - Sit on the team that plane and executes Harvest Party, our annual October community outreach event
  - Assist with other all-church events where children are present, such as Carols by Candlelight

- General admin support
  - Assist the director, team leaders, coordinators, and other staff with routine administrative tasks
  - Help with onboarding new children's ministry staff
  - Interface with IT to address hardware & connectivity issues
  - Help with volunteer & staff appreciation events
  - Help director develop annual budget & monitor expenses

Knowledge & Skills Required for the Job

- Broad exposure to administrative processes and software tools, such as Microsoft Office, some sort of database software (use, not programming), Google Docs & Sheets, Canva
- Creative thinking about problem solving and processes. If you can help us dream up a streamlined solution to volunteer onboarding, and that type of challenge is appealing, you're right for this job.

Personal Relations

- Must believe in Jesus Christ and be in line with the mission and vision of the church.
- Team player, agreeable and flexible
- Able to juggle many tasks simultaneously and shift from non-urgent to urgent matters on the fly
- Work with a high degree of self-direction, while possessing the judgment to know when to seek help or approval before acting

Work Environment

- Sunday mornings – busy, with lots of staff, parents, and kids around. Since you are mainly interfacing with brand-new families, the work is fast-paced while maintaining care.
- Weekdays – in-office, more relaxed pace. You will often have the entire office to yourself.

Schedule Requirements

- Sunday mornings – during programs, 7:30 am-12:30 pm.
- Tuesdays – 9-2
- Remainder of hours worked throughout the week; days can flex according to season and program needs.

Physical Requirements

- Standing (regularly)
- Stairs (regularly)
- Walking quickly (frequently)
- Typing – computer keyboard
- Telephone – receive and dial calls, receive and send text messages
- Speaking (regularly)
- Hearing (regularly)
- Lifting (up to 25 pounds)