**MINISTRY DESCRIPTION**

**POSITION:** Administrative Assistant for Christian Education (FT/Non-Exempt)

**REPORTS TO:** Associate Pastor for Christian Education and Discipleship

**MINISTRY OVERVIEW:** To provide administrative support to the Associate Pastor for Christian Education and Discipleship with all programs, events, committees and ministries that are her responsibility with specific attention to Adult Education.

**RESPONSIBILITIES:**

1. Provide administrative support for the Associate Pastor for Christian Education and Discipleship.
2. Provide administrative support for committees, task forces, and ministries within Christian Education (Adult Education, Discover First, Women of the Church, Small Groups, etc.).
3. Schedule and attend monthly committee meetings, prepare agenda, take and distribute minutes, and keep all committee records.
4. Attend weekly staff meetings.
5. Submit room scheduling requests regularly throughout the year for all classes, meetings, programs and events.
6. Prepare publicity and publications for ministry programs and events.
7. Keep accurate attendance lists for all Sunday school classes, prepare classrooms each week, order curriculum, send notifications to class teachers, input attendance on a weekly basis.
8. Organize logistical aspects of Discover First (new member) class:
	1. Maintain list of all prospects interested in membership and invite to attend class.
	2. Establish dates for Discover First class for the year.
	3. Publicize class on website, e-blasts and bulletin announcements
	4. Order materials and prepare notebooks for the classes.
	5. Find elders to assist at the classes.
	6. Prepare a bulletin insert for new covenant partners.
9. Schedule and organize all baptisms and baptism seminars. Communicate with pastors, staff, and families as needed.
10. Receive and requests checks for programs, events and retreats.
11. Order curriculum, supplies and books as requested.
12. Maintain physical and digital files for all programs and events.
13. Relational communication, both verbal and written, to effectively communicate program needs with staff, pastors, officers, teachers and congregation members as needed.
14. Assist in program implementation as needed and requested.
15. Other tasks as requested by the Associate Pastor for Christian Education and Discipleship.

**DESIRED QUALIFICATIONS:**

1. A personal relationship with Jesus Christ and his church.
2. Well developed computer skills: Word, Excel, Publisher. Photoshop and graphic design a plus.
3. Strong communication (written/verbal), relational and organizational skills.
4. High school diploma and equivalent experience in a related field.
5. Desire to be a part of a team.
6. The ability to receive, summarize, and act upon instructions from multiple people daily. A teachable, caring, and compassionate spirit with a high degree of integrity, responsibility and confidentiality. Able to graciously interact with and respond to church members and others in a personable and professional way.

Full time position – 37 ½ hours/week