

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 (Children's Ministry, Youth Ministry, Adult Education, 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. Maintain lists of Sunday school teachers and youth leaders including up-to-date background checks and child protection policy paperwork for all volunteers and staff of Christian Education.
9. Maintain up-to-date e-mail distribution lists of all children, students, adults and families.
10. Schedule and organize all baptisms and baptism seminars. Communicate with pastors, staff, and families as needed.
11. Receive and maintain all registrations and forms for special events, programs and retreats (VBS, workshops, annual release forms and youth retreats/trips).
12. Send out weekly and monthly reminder e-mails for all events and programs: E-blasts, teacher reminders, Bible Studies, parent pages, and all committee meetings.
13. Organize monthly birthday cards to children and youth students, run address labels, give to directors to sign, stuff and mail.
14. Maintain physical and digital files for all programs and events.
15. Relational communication, both verbal and written, to effectively communicate program needs with staff, pastors, officers, teachers and congregation members as needed.
16. Effectively prioritize daily, weekly and monthly tasks in an efficient and timely manner.
17. Assist in program implementation as needed and requested.
18. Other administrative tasks as requested: make copies, send out correspondence/updates, in-house curriculum revisions, training notebooks, etc.

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