

Position Profile

Children's Ministry Support Assistant

Point of Contact

If you are interested in applying for this position and meet the following requirements, please get in touch with the hiring manager.

Serena Evans
Children's Ministry Pastor
sevans@cfhome.org

Summary

This position is responsible to the Children's Ministry Pastor for personal and ministry-wide administrative support. This support ranges from clerical to project management to team leadership/coordination. This position is a ministry partner with those they support and is an integral ministry team member.

This is a part-time, hourly position. As such, the employee is expected to manage their workload and time with their supervisor. A typical workweek for this position is up to 20 hours. The expectation is that most of the work will occur in the office during normal business hours, including some Sundays.

Working Relationships

This position reports to the Children's Pastor; works closely with the Promiseland staff team; establishes, manages, and supports ministry volunteers/teams in addressing responsibilities as required by supervisor.

Key Responsibilities

- Prepares Ministry Platform Calendar requests, Event Authorizations, Purchase Orders, etc.
- Assists Children's Pastor in follow-up contact duties from weekend services, Promiseland Orientation, and other activities; arranges meetings and appointments as required.
- Maintains People Care records, including but not limited to service/ministry leaders and teams, class rosters, and attendance; works with database administrator to run reports as required.
- Supports Children's Pastor as needed in coordinating Children's Ministry events (Camp His Way, Forward Motion, New Believer's class, Promiseland Training, Mission trips, Background checks, VBS Registration – set-up and input of registrants).
- Helps monitor/track budget(s) in a manner reflecting good stewardship.
- Tracks and communicates weekly attendance.
- Manages background checks and volunteer application process.
- Produces, communicates, and distributes weekly/monthly attendance tracking data.
- Maintains office administrative volunteer pool.
- Manages Parent Cue communication and supports other internal and external communication activities (PLink, Social Media, Fliers, etc.).
- Performs other duties and special projects as assigned by supervisor.



Specific Skills/Strengths

- Fluent in English and Spanish, preferred.
- Strong written and verbal communication.
- Great attention to detail and proven ability to manage multiple tasks.
- A high level of emotional and social intelligence with the ability to maintain good working relationships.
- Experience using Microsoft office products (i.e., Word, Excel, Outlook, Teams, etc.).

Experience/Education Desired

- At least two years of administrative experience, preferred.
- Customer service and/or hospitality experience.

Work Environment and Physical Demands

This person must be able to exchange accurate information when working with others and be able to work at a desk operating a computer and other office equipment, at least 50 percent of the time, as well as move about the facility to meet with people and access files, other information, operate office machinery, etc. The incumbent must also be able to lift up to 30 pounds and maneuver it (i.e. twist, push, pull, etc.) and be able to move heavy loads by hand and other similar actions periodically throughout the workweek.