



POSITION TITLE: CHILDREN'S ADMINISTRATIVE ASSISTANT

REPORTS TO: CHILDREN'S MINISTRY PASTOR

POSITION PURPOSE: The primary focus of this position is to serve the Lord and the body of Grace Covenant Church by providing administrative and organizational support to the Children's Ministry Pastor and the Children's Ministry Team.

DUTIES AND RESPONSIBILITIES:

Administrative Support

- Provide administrative support to the Children's Pastor and the children's team
- Provide coordination and administrative support to all preschool, elementary and volunteer ministry events
- Maintain online registrations using Realm database and maintain database information consisting of children, parents, leaders and events
- Assist with management of the children's webpage content by keeping the Communications department aware of events, dates and relevant information
- Reconcile financial expenses made by the Children's Pastor and the children's department directors
- Process incoming phone calls and mail for the Children's Pastor and ministry team
- Handle written, emails and phone correspondence as needed
- Support the Resource Coordinator and department directors with resource orders for events and ministry use
- Run errands related to ministry needs
- Assist the Children's Pastor and children's ministry team with Sunday morning preparation

Support Children's Ministry Events

- Support children's department directors to organize, plan and execute event details from conception to completion including event set ups, preparing materials, communications and event online registrations
- Coordinate details related to children's ministry events, parent meetings and baby dedications such as preparing resources, ordering food, purchasing baby gifts
- Collect fees for summer camps and children's special events
- Communicate with parents and leaders regularly to inform and remind them of children's announcements, upcoming meetings and events through different platforms such as Realm database, the website, and Facebook group page

- *Other duties as assigned*

CORE COMPETENCIES:

- Have integrity, be able to be trusted and maintain confidentiality when necessary; demonstrate consistent Christian character
- Desire to use gifts and abilities to serve the Lord
- Strive for excellence, seeking to do his/her best to the glory of God in each task or responsibility
- Be teachable and have the willingness to grow and improve
- Appraise his/her own strengths, weaknesses and ability to accomplish responsibilities
- Maintain poise, patience, and effectiveness when faced with change, opposition or emergencies
- Be detailed oriented and well organized with the ability to maintain systems to organize time and resources
- Seek peace in relationships and apply peacemaking principles to resolve conflicts
- Display a kindness and willingness to help others
- Have strong written and verbal communication skills
- Possess high level of clerical and administrative skills

QUALIFICATIONS:

- Personal relationship with Jesus Christ
- Commitment to the Core Values and Statement of Faith of Grace Covenant Church
- Proficiency in all Microsoft Office products
- Database and Scheduling experience
- Willingness to work evenings and weekends occasionally
- Prior administrative experience

JOB STATUS:

- Full-Time
- Non-exempt
- Paid Benefits