

JOB DESCRIPTION

NAME: Vacant
JOB TITLE: Administrative Assistant Children and Family
DATE: September 2019
JOB CODE: Part Time 15 hours/week Non-Exempt
DEPARTMENT: Children's and Family Ministries
REPORTS TO: Associate Pastor

PURPOSE:

Provide administrative and secretarial support for Children's and Family Ministries.

MAJOR DUTIES AND RESPONSIBILITIES:

ADMINISTRATION

1. Administrative Support for Children's and Family Ministries – AWANA, VBS, Sunday Worship, Children's Choir, Homebuilders, various camps and special events.
 - a. Oversee the department calendars
 - b. Keep database (CCB) up to date
 - c. Oversee registration for various camps, mission trips and special events
 - d. Arrange and keep records for baptisms; keep Clerk of Session informed
 - e. Assist when needed for VBS
 - f. Contact new families with a welcome
 - g. Provide administrative support to members of the above teams and the volunteers who work with them.
2. Financial support – handle matters related to budget accounts, designated accounts, deposits, transfer of funds for all accounts in areas listed above.
3. Interface with general membership, ministry team members and groups leaders – assist in setting up events on the CCB Calendar and completing Room Set-ups, ordering, purchasing, preparing curriculum and special material for classes and special programs.
4. Networking - if not a regular attender at Glenkirk, be able to periodically attend services and/or functions to develop a rapport and networking capability with the congregation.
5. Works with supervisor to prioritize work.

NECESSARY SKILLS AND EXPERIENCE:

- Strong personal faith in Jesus and Lord and Savior
- Love for children and families
- Computer skills including word processing, spreadsheets and general knowledge of data management
- Ability to prioritize, organize and see projects through with a minimum of supervision
- Ability to keep accurate account records
- Ability to effectively and diplomatically handle telephone inquiries
- Ability to deliver creative content in text, image and video
- Supportive of Glenkirk's mission and core values