# Job Description – Family Ministry Administrative Assistant

## Standard Work Schedule

* Part Time position – 20 hours per week
* Hours TBD

## Background, Experience and Education Requirements

* Godly character- respectable, generous, honorable
* Love for children and student ministry
* Seeking personal spiritual growth and encourage growth in others
* Strong administrative skills required, 2 years previous administrative experience required, supporting multiple people
* Professional manner
* Strong organizational and time management skills and ability to multi-task
* Strong interpersonal and leadership skills
* Ability to handle confidential/sensitive material in an appropriate manner
* Strong computer skills required (Windows 7, Rock {church database}, Basecamp, Google Calendar, etc.)

## Job Duties and Responsibilities

* Partner with administrative support staff for Family Ministry
* Assimilation of new volunteers: background checks, sex abuse prevention training, applications, status updates in database for Children’s Ministry (and Students when needed)
* Communication: weekly emails for parents and volunteers
* Process credit card reports and purchase requests for Family Ministry pastors and managers
* Fill in/provide assistance when needed for special events, and/or church wide events
* Create agendas and take notes for Family ministry meetings
* Family Ministry website updating
* Support Family Ministry social media efforts
* Provide back up to Family Ministry Administrative support staff when necessary
* Support Family Ministry Supervisor with blueprint process when needed
* Birthday cards and celebration lunches
* Back up for Friday office coverage
* Other duties as required