

Job Title: Office Admin/Children's Ministries Assistant
Report to: Tracy McFall, Office Manager; Jim Margida, Director of Administration

Position Overview

Responsible for administrative office support and support to the Children's Ministry of Grace Church.

Essential Job Functions

- Answer phones and receive visitors as needed
- Provide administrative support to weekly and special event programs as needed
- Provide support to pastoral/director staff as needed. (including but not limited to):
 - Preparing materials and arrangements/reservations for meetings, retreats, camps, missions trips etc...
 - Create and maintain a current databases (included but not limited to): children's attendance, First Steps, baptisms etc...
- Serve as contact person for those requesting information about children's ministry (email ministry updates, letters, postcards, student follow up etc..)
- Provide administrative support for Events/Programs (including but not limited to):
 - Power Kids Outlet (maintain registration and schedule)
 - Bible Quizzing (printing and book assembly)
 - Good News Club
 - Child Dedications
- Ordering and preparation of weekend curriculum: (Assemble, cut, organize, distribution)
- Purchasing for ministry needs
- Weekly printing and cutting
- Coordinating Volunteer Support
- Coordinate children's ministry and all church babysitting needs (calling, organizing)
- Coordinate and manage communications (program announcements, flyers, mailers, website)
- Coordinate and manage receipts, check requisitions, T-account
- Coordinate and maintain Director schedule
- Maintain confidentiality of documents and information as required

General Requirements

- Must be a committed follower of Jesus Christ
- Must have a servants heart
- Must adhere to and support the vision and philosophy of Grace Church
- Must possess organizational, multi tasking, and project skills. Able to meet deadlines and time sensitive requests
- Excellent skills with Excel, Publisher, Microsoft Word and Office (including Outlook)
- Must possess a strong work ethic (We are the recipients of the Lord's money)
- Must have a heart focused on ministry, not just a job