

JOB TITLE: Family Ministry Administrative Assistant
DEPARTMENT: Family Ministry
REPORT TO: Family Pastor
DATE REVISED: January 14, 2019
CLASSIFICATION: Part-Time

POSITION PURPOSE:

- ❖ To provide administrative support for the Family Ministry team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ❖ Supporting administrative needs of all areas of Family Ministry
- ❖ Helps coordinate and execute Family Ministry events (outreach, volunteer recruitment, appreciation nights, etc.)
- ❖ Overseeing the screening of volunteers.
- ❖ Coordinating office communication.
- ❖ Keeping the office organized.
- ❖ Keeping databases updated.
- ❖ Administrative support of milestone programming.
- ❖ Sunday preparation and follow up assistance.
- ❖ Sunday “floating” program support of AdventureLand ministry areas
- ❖ Coordinate with area leader regarding meeting agenda
- ❖ Takes notes/minutes at meetings/sends out info to team
- ❖ Routine Ministry Platform training

AREA SPECIFIC RESPONSIBILITIES:

- ❖ Data management (Maintain ministry platform pipeline: Reducing the risk/Application/Background check)
- ❖ Creates all web links and manages logistical details for FM events
- ❖ Manages the team calendar

PRIMARY STRENGTHS/GIFTS/TALENTS REQUIRED:

- ❖ Professionalism, servant's heart, self-starter, people person.
- ❖ Desire for excellence in all tasks.
- ❖ Clear and concise communication - both oral and written.
- ❖ Attention to detail in writing (format and content).
- ❖ Thorough and detailed.
- ❖ Able to multi-task.
- ❖ High level of integrity and confidentiality.
- ❖ Team contributor who is able to anticipate future needs.
- ❖ Ability to deal with phone calls and emails compassionately yet efficiently.
- ❖ Able to organize work, set priorities, and carry out responsibilities with minimal supervision.
- ❖ Experience utilizing Microsoft Word, Excel, PowerPoint and Outlook.
- ❖ Able to master Ministry Platform FellowshipOne church database and maximize use of features to support the Family Ministry team.

JOB SPECIFICATIONS:

- ❖ Active member of ChangePoint.
- ❖ Capable and willing to do all of the administrative tasks associated with Family Ministry.
- ❖ Must maintain at least one specific, authentic, same-sex, personal discipleship relationship.
- ❖ Work week is generally Sunday through Thursday.
- ❖ Able to flex schedule as needed for events and seasonal loads.