

FAMILY LIFE ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION



OVERVIEW

The Family Life Administrative Assistant will provide administrative and clerical support primarily to the Family Life Pastor, Student Life Minister, and Early Childhood Coordinator. Teaming with others will be anticipated if needs arise.

STATUS

Part-time, 15 hours per week. Non-Exempt.
Reports to: Family Life Pastor

PRIMARY RESPONSIBILITIES

ADMINISTRATION

- Provide support to Program Ministry staff
- Manage ministry calendars (children and student ministries)
- Coordinate and schedule volunteers
- Plan, set-up, and implement events as requested.
- Develop, collect, and organize paperwork for camps and other events
- Collaborate with staff on ministry work, programs, events, etc.
- Purchase supplies
- Gather and fabricate games and crafts
- Learn and apply policies and procedures of the church
- Greet and assist visitors in a courteous, welcoming manner
- Perform other duties as assigned

COMMUNICATIONS

- Create content for print collateral (events, campus, etc.)
- Work with Communications Manager to create/design print collateral
- Create monthly and weekly email communications to parents, students, and volunteers
- Ensure events and activities are effectively communicated via all church communications channels
- Monitor website weekly for updates and report edits to Communications Manager
- Utilize Social Media to post pre- and post-event activities and pictures

THE HUB / DATABASE

- Learn and master the church's database system, The Hub
- Update parent and student profiles
- Maintain calendar of events for Student and Children's Ministries
- Track and report student attendance
- Develop process queues for new families
- Develop and utilize reports

MODELING BIBLICAL PRIORITIES

Responsible for upholding Biblical priorities and the core values of Christ Pacific Church. Attend to a growing personal relationship with Jesus and model a strong relationship with his/her spouse (if married) and children (if applicable). Strive to fulfill his/her purpose in life and ministry while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:

- Maintaining an active study and devotional life necessary to faithfully serve the Lord and His church with energy, intelligence, imagination, and love.
- Becoming a covenant partner (member) of Christ Pacific Church.
- Attending a Christ Pacific Church worship service on a regular basis.
- Setting appropriate boundaries with time and relationships to protect character and integrity.
- Developing personal evangelism/mission opportunities in and outside the church.
- Adhering to and encompassing the qualities and characteristics required of Christ Pacific Church employees, as defined by the Christ Pacific Personnel Policies Handbook.

GENERAL EXPECTATIONS OF ALL CHRIST PACIFIC MINISTERS AND STAFF

- *Theology.* Adhere to the theological convictions of Christ Pacific as expressed in (1) the Evangelical Covenant Order of Presbyterian's "Essential Tenets" and (2) Christ Pacific Church's mission statement and core values.
- *Confidentiality.* Maintain confidentiality of sensitive and personal information.
- *Professionalism.* Treat people with respect; keep commitments; react well under pressure; accept responsibility for own actions; follow through on commitments; work with integrity and ethically; commit to long hours of work when necessary to reach goals.
- *Attendance/Punctuality.* Maintain good attendance and punctuality; ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.
- *Attitude.* Maintain a positive and respectful attitude; cooperate with co-workers, management, internal and external guests, as applicable. Report any incidents of harassment to your Supervisor, Lead Pastor, Director of Finance & Operations or a member of the Personnel Team.
- *Organizational Support.* Follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and values.
- *Communication.* Disseminate accurate and timely information regarding various ministry responsibilities and activities for website, newsletter, bulletin, etc.
- *Other Duties.* As assigned by supervision or management.

QUALIFICATIONS / EDUCATION / COMPETENCIES

- High School degree and/or training appropriate for this position.
- Excellent interpersonal and customer service skills.
- Excellent written communication skills (i.e., working knowledge of correct English grammar, spelling, and punctuation).
- Flexibility in a multi-task, fast-paced, changing environment.
- Detail oriented.
- Self-motivated, resourceful and well organized.
- Principles and practices of filing and record-keeping.
- Basic arithmetic.
- Excellent computer skills (Windows, Office, Outlook, Publishing Software, Internet, database). Keyboard at a minimum of 60 wpm, corrected rate.

PHYSICAL DEMANDS

- The employee must occasionally lift and/or move up to 50 pounds.
- While performing the duties of this Job, the employee is required to stand and sit; use hands to finger, talk and hear.
- The employee is frequently required to reach with hands and arms.
- The employee is required to stand; walk and stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

- The noise level in the work environment varies from quiet during office hours, to loud during rehearsals, worship gatherings, and events.
- The environment is typically HVAC controlled, although events are often hosted outdoors and off-campus camps/events are also often outdoors.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above position description, discussed it with my supervisor and/or Director of Finance & Operations, and understand it. My signature below indicates that I am able to perform the essential functions of the job, with or without reasonable accommodation.