

Creekside Christian Church
Elk Grove, CA

Position Description

Kids Ministry Administrative Assistant

I. Position Identification

- Title: Kids Ministry Administrative Assistant
- Department: Kids Ministry (KM)
- Reports to: Pastor of Kids Ministry
- Classification: Part-time (24 hours/week). 20-24 Flexible hours during the week; 4 hours on Sunday morning as needed.

II. Position Summary

To provide support to the Pastor of Kids Ministry and KM staff in administration. To be a champion for the goals and mission of Creekside Christian Church and Kids Ministry. To serve as a vital team member serving the children, families, and volunteers of Creekside Kids.

III. Responsibilities

- Correspond and communicate effectively with Creekside Kids Pastor and KM Coordinators to accomplish quality workflow of programs.
- Assist in scheduling, coordination, registration, and planning of KM programs.
- Create and submit information for website/social media/promotional material/ Media requests to Communications Department.
- Attend staff meetings weekly.
- Assist at quarterly volunteer training meetings.
- Work with church staff to follow administrative policies, procedures and processes. (Specifically, with F1 database and Ministry Safe for CPP).
- Supervise and maintain the efficiency and organization of the KM office, check-in stations, and KM Resource Room.
- Responsible for compliance with AB 507 for Kids Ministry Volunteers.
- Confidentiality is an essential function of this position. It is crucial for our ministry and church body and must be foremost in day-to-day activities.
- Help with all church events as needed.
- Other duties as assigned.

IV. Qualifications

- **Education:**
 - High School diploma
 - College degree or some college preferred
- **Experience:**
 - Administrative management or work experience
 - Children's Ministry experience preferred
- **Skills:**
 - Excellent communication skills (written and oral; interpersonally and in large groups).
 - Ability to organize, adapt to, and manage a variety of tasks in order to maintain an effective and efficient ministry in support of KM staff.
 - Work independently and as a team member to meet ministry goals.
 - Ability to learn and manage technology quickly.
 - Working knowledge of current Microsoft programs (i.e., TEAMS, Word, Excel, PowerPoint, Outlook)
 - Preferred experience with social media (Facebook and Instagram) and ability to edit quick graphics (Canva).

Salary Range: \$16.50 to 18.50 per hour