

CREEKSIDE CHRISTIAN CHURCH

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 (18-24 hours/week)

II. Position Summary

To provide support to the Pastor of Kids Ministry and KM staff in events and administration. To be a champion for the goals and mission of Creekside Christian Church and Kids Ministry.

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, Child Dedication, Baptism Class, Route 456, VBS, 5th Sunday, and other events.
- Create and submit information for website/social media/promotional material/ Media requests to Communications Department.
- Attend staff, Kids Connection and/or volunteer training meetings as requested by the Kids Pastor.
- Work with church staff to follow administrative policies, procedures and processes (specifically with F1 database, Ministry Safe for CPP, and compliance with AB 506).
- Schedule Room Reservations in Planning Center.
- Help maintain the efficiency and organization of the KM office, and KM Resource Room.
- Coordinate and direct office volunteers who help with KM projects.
- Help with coordination and execution of Creekside Kids events.
- Serve on Sunday Mornings as needed and as available.
- 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.

IV. Minimum Job Requirements

Education:

- High School Diploma, Some College

Experience:

- Administrative management or work experience preferred.
- Basic computer skills
- Experience in Kids Ministry preferred

Skills:

- Excellent communication skills (written and oral; interpersonally and in large groups)
- Ability to organize, adapt to and manage a variety of tasks and people to maintain an effective and efficient ministry and to support 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., Word, Excel, PowerPoint, Outlook, SharePoint)
- Prefer experience with Social Media (Facebook and Instagram) and ability to edit graphics (Canva).

V. Salary Range: \$17.50-19.50 per hour