

Children's Ministry Administrative Assistant Part-Time (20-25 hrs/week)



Role Overview

The Administrative Assistant for the Children's Ministry (CM) team provides support to the following ministries at Christ The Rock: CTR Kids, Breakout, Family Gatherings and other ministries as directed. This individual manages all areas of CM communications to staff, volunteers, the church body, families and the community as directed by the CM Team using the most current methods of communication (email, social media, etc.).

Qualifications

- Heart for Children and Families and desire to see them know and follow Jesus and be committed to the mission of Jesus
- Committed to fulfilling the vision and mission of CTR through CM and Family Ministries (FM)
- Highly skilled and proficient in current Microsoft Office products and organizational and media software (Word, Excel, SharePoint, Planning Center, current Social Media platforms, Asana or similar)
- Experienced in Project, Resource and Event Management
- Strong, proven administrative skills
- Detail/forward thinking individual
- Ability to multi-task and meet project deadlines
- Knowledge of Public Relations, Media Relations, Marketing and public administrative principles, practices and strategies
- Ability to analyze data and information
- Experienced in online media communication
- Excellent writing and proofreading skills
- Graphic design and visual communication skills
- Ability to work with a team

Responsibilities

- Oversee, design, produce, update, maintain and manage new and existing communications and new and existing events and promotions for the CM and FM
- Assist CM and FM in the creation and implementation of communication and branding strategies which will increase stakeholder awareness, participation, support and satisfaction
- Communicate new initiatives, services and ministry changes to stakeholders
- Internally ensure that the CTR staff is aware of CM and FM changes, projects and events
- Develop, distribute and maintain communications materials used by CM and FM
- Provide communications support to CM and FM project management
- Along with the CM Team, pursue the vision for the ministry to children and families to work out a practical plan to accomplish the vision; including goals and metrics
- Assist CM Team in determining budgets and setting the calendar for Son Harbor and Breakout
- Provide Administrative support to CM and FM as needed
- Other responsibilities, duties and assignments as determined by CM Leader

Availability: 20-25 hours per week. In person support of CM and FM efforts on Sundays is required. Some evenings, holidays and weekend hours may be required at times beyond normally scheduled hours due to short term department or organizational and operational needs and emergencies. Required Meetings: Transform Team Meetings and Events, All Staff Meetings and Events, Children's Ministry Team Meetings and Events and Monthly Personal Coach Meetings with an assigned Staff Coach

Application Instructions:

Visit our website to complete the on-line application www.christtherock.org/jobs and submit resume to Jennifer Schmalz at jschmalz@christtherock.org