

Children's Ministry Administrative Assistant

Part-Time (20-25 Hours)



Role Overview

Provide administrative support to all areas of Children's Ministry (CM) including CTR Kids, Breakout, and Family Gathering as directed by CM Director and Team. Manage all areas of CM communications to Staff, Volunteers, Church Body, Families, and Community as directed. Learn, understand, manage and utilize CTR database to assist in communications, CM programs and events, and CM reports.

Qualifications:

- Be a follower of Jesus, being changed by Jesus, and on a mission for Jesus
- Committed to fulfilling the vision and mission of CTR through Children's Ministries
- Highly skilled and proficient in Microsoft Office and other organizational software (Word, Excel, SharePoint, Asana or similar)
- Detail oriented, organized, responsible to meet project deadlines.
- Excellent writing and proofreading skills
- Creative visual communication skills
- Social Media communications skills
- Administrative skills
- Communication plan research, development and implementation skills
- In-person support of CM and FM ministry efforts on Sundays
- Scheduled hours include some evenings, weekends and some holidays based on CM operating schedule and events.

Responsibilities:

- 1) CTR Database administrator
 - i. Create volunteer schedules for CM events and Sunday services
 - ii. Update CTR database check in system for weekly ministry operations
 - iii. Add new families and edit existing families based on changes
 - iv. Keep family data updated and accurate
 - v. Keep volunteer requirements updated
 - vi. Run attendance reports to support CM programming and care calls
 - vii. Lead the CM check-in process, check-in volunteers, and courtesy desk responsibilities during services
- 2) Communications
 - i. Update and utilize Social Media platforms for ministry communications and program updates
 - ii. Utilize CTR database to send out volunteer and family communications
 - iii. Work with CM team to draft and send CM Director communications for updates and events.
 - iv. Work with Church Communications Director for consistent church communications.
 - v. Be creative and efficient in the use of all communication venues for CM.
- 3) Administrative Support
 - i. Servant heart willing to help where needed with a "can do" attitude

- ii. Take detailed notes for team meetings and events
- iii. Team orientated thinker that speaks into CM vision, Scheduling, Budgeting, Calendaring, and CM Events.
- iv. Other responsibilities and duties as assigned by Children's Ministry Director

Required Meetings:

- Staff meetings and events
- Children's Ministry meetings and events
- Coaching Meeting for personal and spiritual development
- Christ The Rock Church on Sundays
- Discipleship group

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