



Administrative Assistant for Children's Ministry OPEN

Position Type: Non-Exempt
Category: Regular, Part-time position (20-25 hours)
Classification: G
Reports to: Director of Children's Ministry

Ministry Summary: Provide administrative support for the Children's Ministry Staff by coordinating day-to-day operations in the Children Office and work with the staff as a team to integrate the vision and mission of BUMC Children's Ministry.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ministry Responsibilities:

- Collaborate with children's ministry staff and lay leaders to accomplish department goals
- Compilation of minutes for children's staff meetings
- Assist with event and retreat logistics, registration and coordination as assigned
- Coordinate communication to children's ministry constituents
 - Send emails, cards, and other communications to children/parents as requested
 - Send emails/letters to first-time visitors and new members
 - Prepare, create, and send postcards, flyers, emails, and/or brochures for events
- Assemble Rosebud Ministry bags and connect with volunteers to deliver the bags to celebrate births
- Prepare weekly Sunday School materials for all age levels in collaboration with associate directors
- Provide calendar management for department being proactive in looking ahead for upcoming events
- Maintain Children's Ministry Calendar along with the overall church calendar

Administrative Responsibilities:

- Work with all BUMC departments (e.g. Finance, Facilities, Communications, etc.) as required to ensure proper processes, guidelines and procedures are being followed
- Use BUMC approved software to maintain database of children, adults, and volunteers to include attendance, background checks, Safe Sanctuary training, web-based registrations, medical release forms, and other data-management tasks as assigned
 - Timely and accurate data entry, management and up-keep of database information for children's ministry, maintaining and tracking attendance for programs and events
 - Run Ministry Platform database reports and prepare presentations of data as assigned
 - Reserve event/meeting space using BUMC approved software
- Coordinate purchase of supplies/curriculum for programs and events keeping the department supplies stocked and well organized
- Prepare and process purchase orders with vendors and keep track of ministry expenses to include departmental credit card
- Answer telephone and greet office visitors
- Manage upkeep of office equipment

Competencies:

- High level of competency in Word, Excel, Outlook, and PowerPoint and ability to learn other computer programs quickly and use them proficiently (e.g. Ministry Platform church management system, eSpace for event scheduling and registration)
- Understanding of basic finance processes
- Competency in web-based technology
- Effective written and verbal communication skills
- Excellent organizational skills with a strong attention to detail and accuracy and the ability to work independently, multi-task, prioritize, and manage time.
- Ability to manage, empower, motivate and build relationships with volunteers
- Adaptable and flexible in a changing work environment while approaching tasks with a positive attitude
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Strong relational skills and the ability to handle sensitive/crisis situations with compassion
- Self-starter who takes initiative and anticipates needs of the department
- Enjoys a team environment and is service-oriented

Education and Experience Requirements

- Two (2) to three (3) years of administrative office experience
- Associate degree in business administration preferred

Supervisory Responsibility

This position does not have supervisory responsibility.

Work Environment

This position operates in an office setting that involves everyday risks or discomforts requiring normal safety precautions. The position routinely uses standard office equipment.

Physical Demands

While performing the duties of this job, the employee will be in an office environment. Position can be sedentary and is required to talk, hear, stand, walk, and sit. Employee must be able to stand for long periods of time providing hospitality and coordination of funerals, memorial services, family receptions, and other ministry events. Employee must occasionally lift or move office supplies or other items up to 25 pounds occasionally.

Expected Hours of Work

Days and hours of work are Monday – Friday, 20-25 hours per week. Position may require additional hours during certain projects. Occasional evening and weekend work required.

Travel

Travel is primarily local during the business day, although some out-of-the area and overnight travel may be expected.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.