ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

Position: Grace Kids Administrator
Ministry: Grace Kids
Reports To: Grace Kids Director
Hours: 16 hours/week
Exemption Classification: Non-exempt

Position Summary: To provide administrative support to the GFC Kids Ministry Team and to oversee the Kid’s Ministry Check in Team.

Primary Responsibilities:
• Maintain all administrative functions for the Kids Ministry
• Oversee the check in area and volunteers for the weekend services

Specific Duties:
  o Weekly attendance record keeping
  o Maintain and manage database records
    ▪ Updating information
    ▪ Adding new families
    ▪ Keeping allergy, medical and custody information current
    ▪ Input and oversee all event and facility requests
  o Submit monthly expense reports for the Kids Ministry team
  o Maintain financial records for the Kids Ministry
  o Printing support, filing, email
  o General office organization and support
  o Assist with organizing, planning and preparing for Kids Ministry events
  o Scheduling meetings and assisting with outlook calendars
  o Schedule and oversee weekend ministry check in team and check in processes

Qualifications Required:
  o Devoted Christ-follower - growing personally in their relationship w/ Jesus Christ
  o Proven character and good reputation
  o Commitment and support of Grace Fellowship’s Mission, Doctrine and Leadership
  o Teachable, self-motivated, ability work closely with ministry director
  o Ability to maintain a professional manner/attitude esp. when working with staff and parents
  o Proficient use of Windows O.S.; intermediate skills using WORD, EXCEL, OUTLOOK and PUBLISHER
  o Possess good communication and organizational skills with ability to multi-task
  o Able to build and lead teams of volunteers

Working Hours and Conditions:
Business hours / exceptions
  o 16 hours/week, hours are somewhat flexible, 1 Sunday service weekly and 1 Saturday per month are mandatory.
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Working environment
- Works in an office/suite setting with desk, computer, copier and files nearby. Works directly with Kids Ministry staff.

Requirements for all GFC Staff:
- Use Outlook software to integrate work schedule, reply to meeting requests, etc.
- Participate in several mandatory “All Hands on Deck” events:
  - Christmas Eve Services
  - Easter Services
  - Grace Wide Training Events
- At weekend services, save parking spaces closest to facility for guests & members
- Attend one worship service weekly
- Time off to be submitted and approved by Grace Kids Director

Salary:
Varies based on experience and capability. To be discussed in hiring process.

I have read and understood this job description.

Employee Signature: ___________________________ Date: _______________