



JOB TITLE: Administrative Assistant – Children’s and Student Ministries
Walnut Creek CA

EMPLOYMENT STATUS: Non-exempt

HOURS: 10 hours/week during the school year (40 weeks): 10 hours Children’s Ministry/10 hours Student Ministry; 25 total hours/week during the summer (12 weeks): 10 hours Children’s Ministry/15 hours Student Ministry

POSITION OVERVIEW: The purpose of this job is to provide administrative and program support to the Children's Ministry and Student Ministry departments as well as assistance to the Directors. The person occupying this position must have strong administrative, organizational and communication skills.

REPORTS TO: Director of Children’s Ministry/Director of Student Ministry

MINIMUM QUALIFICATIONS AND EDUCATION: High School diploma or equivalent (college preferred) and a minimum of 1 year of experience as an administrative assistant or work using comparable skills.

Knowledge, Skills, and Abilities:

1. Mature Christian with a servant’s heart
2. Gifted in administration and communication
3. Knowledge of Children’s and Student Ministries in order to support the ministry of the departments
4. Knowledge of modern office methods, practices, procedures, and a variety of modern office equipment
5. Ability to communicate clearly and concisely, both orally and in writing; knowledge of proper English usage, spelling, grammar, composition, general business terminology, and punctuation
6. Ability to work cooperatively and effectively with others encountered in the course of work including staff, Ministry Leaders (volunteers), the congregation and parents/families
7. Ability to work under critical deadlines – weekly, monthly, quarterly and annual

8. Ability to work independently and make effective judgments in the absence of supervisors, be self-motivated, well organized, assess priorities, and be flexible; produce accurate work while coordinating multiple assignments with frequent interruptions
9. Computer proficiency in Microsoft Office Suite, Adobe Photoshop, Mailchimp, and Planning Center (or knowledge of other data processing type software)

RESPONSIBILITIES:

1. Perform a variety of communication-related duties, including publication design and production, website maintenance, e-newsletters, emails, mailings, phone calls, text messages, etc.
2. Type, edit, and proof a variety of written materials from instructions, notes, or drafts for use in various documents
3. Initiate, organize, and maintain a variety of files, records, databases, manuals and resource materials as they pertain to registration, attendance, budget, trainings, Ministry Partners (volunteers), etc.
4. Work with Directors of Children's and Student Ministries to screen Ministry Partners (volunteers) as outlined in WCPC's Child Protection Program
5. Initiate procedures to ensure that projects are completed and deadlines met; monitor workflow
6. Schedule and arrange meetings and events, including reserving rooms, and ordering/assembling supplies and materials
7. Operate a variety of standard office machines and communication devices
8. Purchase, organize and maintain ministry resources
9. Others roles and tasks as assigned by the Director of Children's Ministry and the Director of Student Ministry

TO APPLY:

Please email resume and personalized cover letter to Lysa Nicholson, Administrative Assistant Children's Ministry, at lnicholson@wcpres.org.

Church website: <http://www.wcpres.org/>