



<b>Position Title:</b> Eastview Kids Admin. Asst.		<b>Reports To:</b> Family Pastor
<b>Position Scope:</b> Part-time/22 hours a week including special events as needed		<b>Department:</b> Eastview Kids
<b>Position Status:</b> Non-exempt		<b>Date:</b> May 9, 2019
<b>Ministry Vision:</b>		
A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are IRRESISTIBLE		
<b>Ministry Responsibilities:</b>		
Provide administrative support for the Eastview Kids team members, supporting multiple children's ministry areas at one or both campuses.		
<b>Key Duties:</b>		
	<b>Description</b>	<b>% Time</b>
	<b>Vision and Strategic Development.</b> Manage calendars, arrange meetings and support on-site and off-site meetings. Oversee budgeted accounts as assigned. Manages financial elements including, but not limited to, special events registrations, staff MasterCard and various store credit card receipts, and financial reports.	10
	<b>Leadership Development.</b> Works with Eastview Kids staff to develop and execute annual leadership appreciation dinner. Department liaison for Volunteer Assimilation; attend monthly meetings and communicate additions to team. Participate in quarterly leadership development for admins.	5
	<b>Ministry Support Responsibilities.</b> Provides ministry support for Eastview Kids staff, including some of the following ministry age groups: Nursery, 2s-3s, PreK-1 <sup>st</sup> Grade, 2 <sup>nd</sup> -3 <sup>rd</sup> grade and 4 <sup>th</sup> -5 <sup>th</sup> grade, family resources, social media, etc. Distribute mass communications weekly to parents and/or volunteers of areas supported. Oversee volunteer management application website including running background checks. Support Sunday programming and special events as needed. Uses discretion and independent judgment with little or no supervision in the areas of purchasing, quality control, volunteer management website, room reservations, etc.	45
	<b>Administrative Responsibilities.</b> Performs office or non-manual work related to general business operations. Oversees purchasing and quality control for staff supported. Produce materials and resources needed for Eastview Kids ministry programs. Manage facility reservations and usage. Monitors the acquisition and usage of administrative supplies. Proofreading materials and communication.	40



<b>Supervisory Responsibility: None at this time</b>	
<b>Required Core Competencies</b>	
<b>Written Communication</b> Writes clearly and succinctly in a variety of communication settings.	
<b>Action Oriented</b> Enjoys working hard, full of energy for challenges, seizes opportunities.	
<b>Approachability</b> Easy to approach and talk to, puts others at ease, pleasant and gracious.	
<b>Priority Setting</b> Spends time on what's important, quickly zeros in on critical few, eliminates roadblocks.	
<b>Learning on the Fly</b> Experiments and tries new solutions, enjoys challenge of unfamiliar task.	
<b>Time Management</b> Values time, uses effectively, concentrates efforts on important priorities.	
<b>PREFERRED QUALIFICATIONS</b>	
<b>Minimum relevant experience:</b> Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams and Publisher), Adobe products	
<b>Education:</b> High school diploma. Bachelor's degree preferred.	
<b>Ideal Knowledge Areas:</b> Organizational skills, Proofreading, Office Equipment Usage, Familiarity with Eastview Kids	
<b>Reviewed by:</b>	<b>Date:</b>
<b>Approved by:</b>	<b>Date:</b>
<b>Date Revised:</b>	