

MYERS PARK PRESBYTERIAN CHURCH
JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT FOR CHILDREN, YOUTH & THEIR FAMILIES

Department: Children & Youth
Reports to: AP Children & Their Families and AP Youth & Their Families
FLSA Status: FT / Non-Exempt
Revised Date: October 2020
Group: 3

POSITION SUMMARY:

Provides administrative support and serves as a primary contact for the ministries of Children, Youth and their Families.

QUALIFICATIONS:

- Bachelors Degree (B.A.) from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Computer knowledge – Microsoft Office Suite, internet-and database concepts; eSpace (event management system) and Shelby.

SPECIFIC DUTIES TO CHILDREN’S MINISTRY AND TO YOUTH MINISTRY:

Children’s Ministry

- Works with children & their families from birth to fifth-grade
- Serves as contact for any questions concerning child-related programming and registration
- Handle behind-the-scenes details and procedures leading up to all programming and events
- Responsible for communicating through mailings and emails about upcoming fellowship, service, and family ministry events

Youth Ministry

- Serves as primary contact for youth event registrations
- Serves as primary contact for Cub Scouts, Boy Scouts, and Girl Scouts
- Coordinates registrations, payments and details for youth mission trips and conferences
- Plans and coordinates details for youth fellowship, youth events and retreats
- Supports weekly communication with parents, youth and leaders with both email and social media
- Manages website with weekly updates and new material for parents and youth
- Organizes 8th grade confirmation/organization, and 12th grade senior recognition

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate and arranges meetings, prepares agendas, reserve and prepare facilities (includes eSpace, room set-ups, food and audio visual requests)
- Compose and route routine correspondence including mail, e-mail, and fax
- Coordinate manager’s schedule, on-call schedule and make appointments
- Prepare check requests, reconcile credit card bills, and prepare financial reports
- Prepare weekly bulletin and email submissions for Communications
- Greet scheduled and unscheduled visitors, serving as a guide and liaison
- Arrange and coordinate travel schedules and reservations
- Organize and maintain filing system
- Arrange conference calls
- Makes copies of correspondence or other printed materials
- Order departmental office supplies as needed

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- Additional duties may be assigned including providing backup coverage as outlined and structured by Human Resources

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to organize and initiate work with a minimum of supervision
- Ability to prioritize and manage multiple projects and adapt production timelines to changing conditions
- Ability to work both independently and collaboratively within a team to assess needs and produce results
- Ability to establish and maintain positive working relationships
- Ability to effectively communicate through verbal, written, or electronic means
- Ability to maintain confidentiality
- Ability to read, interpret and analyze complex documents
- Ability to prepare budgets and use financial statements
- Availability for occasional evening and weekend events and scheduled preparation weeks for large events and celebrations (such as VBS, Easter, Fall Kick-Off, retreats)

PHYSICAL AND MENTAL REQUIREMENTS:

- Physical requirements include but may not be limited to: Frequent handling of files, books, and boxes of documents, keyboarding, operating a telephone, and other office equipment.
- Mental requirements include but may not be limited to: General math functions, intermediate reading, advanced reasoning, advanced speaking ability, and advanced writing ability.

WORK ENVIRONMENT:

- The employee is occasionally required to be mobile throughout the building and attend off-site functions.
- The noise level in the work environment is moderate