



POSITION TITLE: ADMINISTRATIVE COORDINATOR FOR FAMILY MINISTRY
REPORTS TO: DIRECTOR OF FAMILY MINISTRY
FLSA STATUS: NON-EXEMPT, PART-TIME 20-30 HOURS/WK
DEPARTMENT: FAMILY MINISTRY
SALARY RANGE: \$22-\$26/Hour

SUMMARY: The Administrative Coordinator for Family Ministry exemplifies the Christian philosophy of the St. John's Lutheran Church mission statement in all aspects of day-to-day duties and responsibilities. The Administrative Coordinator will coordinate and organize the daily operations of the Family Ministry program at St. John's Lutheran Church. The Administrative Coordinator shall provide professional administrative, clerical, and organizational support to the entire Family Ministry team – Children's, Youth and Young Adults, serving as a resource to both staff and volunteers.

POSITION ESSENTIAL RESPONSIBILITIES:

- Demonstrates values and attributes in connection with the faith being taught by St. John's Lutheran Church, with the purpose of being a role model to employees and those being served
- Maintain and update Fellowship One database with accurate registration forms, family information, and attendance for Family Ministry activities
- Maintain Family Ministry Calendar
- Work with Communications department to ensure updated information and design work is accurate, timely, and aligned with ministry goals and objectives including all print and digital media
- Complete, submit and track all purchase requisitions for Family Ministries and ensure accuracy, timeliness and cost effectiveness are meeting expectations.
- Submit and manage all events going into E-Space for Family Ministries including other quasi-ministry groups under the Family Ministry umbrella.
- Manage the infrastructure for all stewardship activities including new attendee follow-up, baptisms, birthdays, etc. of all children and youth engaged in Family Ministries
- Attend and take notes at all Family Ministry Team meetings; follow up on any tasks addressed or assigned at meetings.
- Work with Strategic Services to ensure all outside vendors insurance paperwork is complete
- Work with Strategic Services on volunteers' screening and clearance procedures for Family Ministry activities and shared events
- Other duties as assigned

KNOWLEDGE AND SKILL REQUIREMENTS:

- Bachelor's degree or equivalent required.
- Must attend St. John's Lutheran Church new member classes or be a current church member.
- **Intermediate Language Skills (written, verbal)** – Ability to read, interpret and create general correspondence, instructions, and procedures. Ability to effectively present information and respond

to questions from groups of employees, church members and others as necessary. Highly open and welcoming in all interactions with others.

- **Intermediate Reasoning Ability** – Ability to apply common sense understanding to carry out instructions provided in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Uses discretion wisely.
- **Intermediate Organizational Skills** – Intermediate abilities with planning multiple priorities simultaneously, create work schedules for team and anticipate proactive solutions. Reliable - demonstrates self-initiative by requiring minimal direction, as well as anticipating problems and providing appropriate responses. Ability to work with appropriate pace and urgency.
- **Intermediate Computer skills**– Basic skills using Microsoft Office software, and other custom software utilized by the organization. Ability to use internet-based applications and other industry – specific software.
- **Certification / License Requirements**- First Aid/CPR/AED Certification; Mandated Reporter Certificate (done through employee on boarding process)

PHYSICAL DEMANDS/ WORK ENVIRONMENT:

- Frequently engaged in standing, walking, sitting, using hands and arms, talking and hearing
- Occasionally engaged in climbing, stooping, kneeling, crouching, and crawling
- Regularly lifts up to 50lbs.
- Must be able to see clearly at both close and far distances (20 feet or more). Must have the ability to see using peripheral vision and depth perception.
- Works evenings and weekends as necessary.

Employee Name:	
Employee Signature:	Date:
Supervisor/Manager Name:	
Supervisor/Manager Signature:	Date: