

Job Description

Ministry Assistant to Children's and Youth Ministries

A. Focus of Position:

The primary focus of this position is to help Calvary Church accomplish its vision and purpose by providing administrative support to assist with Children and Youth Ministries.

The secondary focus of this position is to work in a mutually supportive manner with Calvary's administrative staff to meet the overall needs of Calvary Church as they arise.

B. Qualifications:

1. Model a commitment to Jesus Christ.
2. Be personable and clear when communicating with people by phone, in person, and by email.
3. Must possess a solid working knowledge of computers and related software; familiarity with computer networks, printers, and databases.
4. Knowledge of computer graphics and basic design skills using Adobe InDesign.
5. Must be personable, dependable, and flexible, have the ability to work under pressure, possess good time-management skills, and be well organized. A servant's heart is a plus!
6. Accuracy and thoroughness are required in the completion of work activities. Must be able to sit for prolonged periods and efficiently operate a variety of office equipment (i.e., computer, copier, postage meter, and other office equipment) and to be skilled in troubleshooting. Must be motivated to look for potential oversights and proactively suggest solutions.
7. Must be able to see the overall "big picture" of Calvary ministries and proactively connect the dots. All Assistants are to act as liaisons between departments.
8. Must be a self-starter and have the ability to stay focused and work without close supervision.
9. Must work well in a team environment as well as independently.
10. Expected to comply with all church policies and procedures.
11. Regularly participate in public worship at Calvary Church.
12. Subscribe to and affirm the Statement of Faith and Covenant of Calvary Church found in our Constitution and By-Laws.
13. Must remain a member in good standing at Calvary Church.

C. Duties and Responsibilities:

1. Carry out administrative responsibilities for assigned ministry areas.
2. Produces information by formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
3. Responsible for producing and distributing communication materials to Children, Youth, and Parents.
4. Photo organization and cataloging for various events.

5. Conserve pastor and director's time by reading, researching, organizing, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
6. Maintain current knowledge of all Calvary ministries and events.
7. Handle confidential information in a proper and secure manner.
8. Update and maintain the database for Children and Youth Ministries. Assist with mailing labels, group emails, class sheets, etc. as needed.
9. Handle retreat and activity registrations, deposits, contracts for camps, and all other needs for those events.
10. Perform miscellaneous copying, mailing, and filing as directed.
11. Work in a mutually supportive manner with Calvary's administrative staff to meet the overall needs of Calvary as they arise including answering phones and greeting guests.

D. Relationships:

1. Report to the Communications & Support Staff Manager in cooperation with the Children's Ministry Pastor, Sr. High Pastor, and Jr. High Director.
2. Interact in a Christ-like, professional manner with all who call or come into the office.
3. Work with all members of the staff, church leaders, volunteers, and the entire congregation.
4. Work as a team member with support staff.