



MEMORIAL PARK CHURCH IS SEEKING AN **ADMINISTRATIVE ASSISTANT FOR CHILDREN'S MINISTRIES**

Purpose

To provide administrative support to the Children's Ministries Department.

Qualifications

- Strong Administrative Skills.
- Competent in use of email and MS office platform.
- Ability to learn and use MPC's Church Management software (Church Community Builder).
- Strong relational skills to connect with children and their families.
- An evangelical, reformed, and missional worldview.
- Must agree with the Mission, Vision, and Bylaws of Memorial Park Church.

Accountability

- The Administrative Assistant for Children's Ministries shall be under the supervision of the Director of Family Life and Discipleship.
- Children's Ministries at MPC is a part of the Family Ministries Department.

Position Status

- This is a part-time non-exempt position for 15-20 hours a week depending on circumstances; and determined by the Personnel Team of the Session, with input from the Children's Ministries department and the Director of Family Life and Discipleship.
- The position is primarily in the office with some accommodations for work from home.

Essential Duties & Responsibilities

1. Provide day-to-day office and administrative assistance.
 - Maintain up-to-date and well-organized files (both electronic and hard copy), monitor and purchase supplies as needed
 - Record attendance (provide reports as needed), schedule events, and manage all department communications (monthly email updates and other communication channels), deposit offering money and submit vouchers or financial reports as needed
 - Change hallway resources on a regular basis—worship kits (weekly), bulletin boards (monthly), tree decorations (monthly), chalkboard (quarterly), birthday walls (annually)
 - Program assistance—participate on Sunday mornings during one program hour in some capacity, assist in preparation of crafts/lesson materials, provide class rosters with contact information and update regularly, send birthday postcards to early childhood classes throughout the year



Essential Duties & Responsibilities (continued)

- Volunteer management—clearances, recruitment as needed, scheduling, and appreciation
 - Assist with special event planning and participate as needed, completing tasks like creating registration forms, advertising, communications request forms (monthly) and more
2. Summer Surge Administration
 - Manage all camper registration
 - Prepare various printed materials like kickoff cards, newsletters, etc.
 - Prepare registration forms and email communications
 - Assist in other planning tasks as needed
 3. Meetings
 - Attend weekly admin meeting
 - Attend weekly department meetings
 - Attend monthly all staff meetings

Personal Characteristics

- Passionate about helping parents and children Love People. Know Jesus. Live Transformed.
- Possesses a deep, growing relationship with Jesus.
- Humble, genuine, honest, approachable and service-oriented personality.

How to Apply

Email letter of interest and resumé to rpietryga@memorialparkchurch.org

Memorial Park EPC

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