



Redeemer West Side Job Description

Position: Children's Ministry Administrative Coordinator
FLSA Status: Exempt
Band: 5
Department: WS Children's Ministry
Work Hours: FT, including Sundays
Date: January 2019
Reports to: Children's Ministry Director

Position Summary

The West Side Children's Ministry Administrative Coordinator will execute ministry logistics, communication and data management for Sunday school, midweek and other ministry events. The coordinator will support the WSCM staff in achieving ministry goals to grow WS children in their knowledge and love of Christ.

Job Description

Database Management

- Identify and execute new ways to optimize the family database
- Manage database tools and services to streamline check-in process and improve record keeping of families and children
- Manage all online registrations of events and programs
- Update records and information
- Train users to effectively operate the database system
- Gather data analytics to better serve congregants

Communications

- Create, manage and execute year-long communication plan and calendar
- Write and edit emails about events, registrations and updates in programming
- Create promotional material about our events and our Ministry (including flyers, Connect, WS Update, Redeemer Report, twitter, creative screens for tvs at W83)
- Work with WS and partners to optimize communication across all channels
- Update website content
- Respond to inquiries about our Ministry and events
- Gather feedback on Children's Ministry
- Identify new ways to advance goals of Children's Ministry

General Office Administration

- Coordinate administrative tasks such as making signs, nametags, labels, sign-in sheets, etc for each ministry area
- Monitor inventory and coordinate weekly shipments to site of all supplies
- Supervise supply orders for the office and events
- Maintain overall organization of office and storage area
- Provide detailed logistics support for weekly Sunday School and annual Ministry events including room reservations, event check-in, food ordering, facilities set-up and clean-up

- Continue to identify and implement best practices across all Children's Ministry events
- Work with staff and volunteers to execute excellent events
- Complete all HR paperwork for hourly staff
- Secure background checks for all volunteers and staff
- Identify administrative bottlenecks or problems and develop workable solutions

Sunday Support

- Assist with setup before and between Sunday morning services, and one evening service a month.
- Welcome families as they check-in their children
- Answer questions and assist in adding children to the database
- Work as a team to assist in various classes as needed

Coordinate Planning

- Contribute administrative and creative ideas and solutions to the Ministry team
- Attend weekly CM meetings to help plan and set vision for the Ministry

Job Qualifications

- Active engagement in Redeemer community and passion for vision of Redeemer and Children's Ministry
- Minimum two year undergraduate degree
- 3-5 years in an administrative role
- Experience in managing data for organizational efficiency and effectiveness
- Ability to organize and advance multiple projects at once
- Experience planning and executing event logistics
- Aptitude for communicating effectively with parents and staff
- Ability to manage full administrative details of an organization
- Ability to think proactively and anticipate and meet administrative needs
- Comfort and competence navigating a complex organization and a dynamic ministry environment
- Commitment to own and follow through on administrative details
- Ability to build relationships and trust across broad set of staff and volunteers
- Flexibility to work most Sundays, and some evening and weekend events as needed.

Skills

Proficient in GSuite, MSOffice, general database etc. Administrative, Interpersonal, Organizational, Technological, Problem Solving experience