



## REDEEMER PRESBYTERIAN CHURCH JOB DESCRIPTION

**Position:** Children's Ministry Administrative Coordinator

**FLSA Status:** Exempt

**Band:** 5

**Department:** East Side Congregation - Children's Ministry

**Reports to:** East Side Children's Director

**Hours worked:** Full-Time, Sunday - Thursday

### **Position Summary**

Position Summary: The East Side Children's Ministry Administrative Coordinator will own and execute ministry logistics, communication and data management for Sunday school and other ministry events. Through attention to detail and proactive problem solving, the coordinator will support the ESCM staff in achieving it's ministry goal to grow children in their knowledge and love of Christ.

### **Job Description**

#### **Database Management:**

- Oversee all aspects of the Touchpoint database, to advance Children's Ministry goals
- Manage Touchpoint tools and services to streamline check-in process and improve efficiency of record keeping of families and children
- Oversee all on-line registrations of events and programs through Touchpoint, and manage weekly rosters of all classes and events
- In charge of maintenance of Children's Ministry database records and information
- Provide training to the database users (other CM Ministry Staff Members) with varying degrees of knowledge to effectively use the database system
- Initiate and engage with Information Service & Communications Department to meet regularly to develop and build new tools and reports for system advancement

#### **Communications:**

- Create, manage and execute year-long communication plan and calendar reflecting key messages and events in Children's Ministry in collaboration with the ES Communications Manager and team
- Manage, write and edit, email communication to families about events, registrations and changes in schedule and programming
- Responsible for all marketing and promotional materials (Posters, Announcements, Flyers, Connect, ES Update, Redeemer Report, pulpit announcements, social media, etc.)
- Develop and maintain all ESCM website content and formatting
- Manage all incoming inquiries, internal and external about our ministry and events
- Conduct regular surveys or other listening exercises to gain feedback on Children's Ministry
- Identify new ways to streamline or expand communication to advance goals of Children's Ministry with CM Director
- Serve as a liaison to the operations manager and staff to maintain excellence in communication and team dynamics



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### **General Office Administration**

- Direct and execute miscellaneous administrative tasks such as making signs, nametags, labels, sign-in sheets, etc for each ministry area
- Manage CM Administration budget and provide director with monthly updates
- Supervise all supply vendors and orders for the office and events
- Maintain overall organization of office and storage area
- In charge of Human Resources Payroll related paperwork for the hourly, non-exempt staff members, childcare workers and mom's groups babysitters
- Execute and submit Payroll for all hourly, non-exempt staff members and childcare workers
- Submit expenses for ESCM Director
- In charge of managing background checks for all volunteers and existing and new staff members
- Identify administrative bottlenecks or problems and develop workable solutions
- Create and distribute weekly operations set up for Sunday mornings and events
- Manage sermon subscriptions for all staff and ministry volunteers

### **Event Support**

- Provide detailed logistics support for weekly Sunday School and annual Ministry events including operations set-up, event check-in, food ordering, etc.
- Continue to identify and implement best practices across all Children's Ministry events
- Oversee invitations and messaging and registration for all ministry events

### **Vision and Strategic Planning**

- Contribute administrative and creative ideas and solutions to the ministry team
- Attend weekly CM meetings to plan and set vision for the ministry
- Attend ES All Staff trainings and events
- Creating a strategic plan for visiting and new families including follow-up communication and plan for connection to the community

### **Job Qualifications**

- Active engagement in Redeemer community and passion for vision of Redeemer and Children's Ministry.
- Minimum four 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 events (specific to 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.



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- Commitment to take initiative, own and follow through on administrative details and projects.
- Ability to build relationships and trust across broad set of staff and volunteers.
- Flexibility to work evening and weekend events as needed.

### **Skills**

Must know how to operate MS Office, Excel, Word, Google, social media apps, etc. Must be in possession of administrative, interpersonal, organizational, technological, and problem solving skills.