



## Job Description

<b>Position</b>	Administrative Coordinator
<b>FLSA Status</b>	Non-exempt
<b>Department</b>	West Side Kids
<b>Reports to</b>	RWS Children's Director
<b>Work Hours</b>	Full-time
<b>Band</b>	5
<b>Date</b>	October 15, 2021

---

### Position Summary

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

### Job Description

#### *Database Management (training in TouchPoint provided by Redeemer)*

- 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
- Identify and execute new ways to optimize the family database
- 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
- Draft and edit emails about events, registrations and updates in programming
- Create promotional material about our events and our Ministry (including social media, flyers, WS Update, digital signs, etc.)
- Update website content
- Respond to inquiries about our ministry and events
- Gather feedback from families

#### *General Office Administration*

- Work with staff and volunteers to execute excellent events
- Coordinate administrative tasks such as making signs, nametags, labels, sign-in sheets, etc for each ministry area
- Monitor inventory and coordinate weekly supply orders for the office and events
- Maintain overall organization of office and storage area
- Provide logistics support for weekly and annual events including room reservations, event check-in, food ordering, facilities set-up and clean-up
- Continue to identify and implement best practices across all West Side Kids' 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 and KCG Support*

- Assist with setup before and after Sunday morning services, Wednesday evening KCG, and one family worship 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
- Attend weekly WS Kids and Redeemer WS staff meetings to help plan

#### **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

#### **COVID-19 VACCINATION POLICY:**

*To ensure the overall health and safety of the Redeemer West Side community and in accordance with New York City requirements, all newly hired employees of Redeemer West Side are required to be fully vaccinated against COVID-19 as a condition of employment, absent qualifying exemptions for medical, religious, or other reasons in accordance with all applicable laws.*