

Title: Children, Women's & Youth Ministry Admin

Part-Time (avg. 15-18 hours/week)

Requirements:

1. **Spiritual:** A profession of faith and a lifestyle consistent with that profession. Agreement with our Living Hope Statement of Faith and an evident zeal for the things of the Lord. Model servanthood among co-workers, families, congregation and community.
2. **Personal:** A warm, welcoming personality, professional appearance and demeanor, willingness to work occasional extended as ministry needs arise, and "full of grace and truth."
3. **Professional:**
 - **Education:** Post-secondary education preferred in relevant field preferred.
 - **Skills:** Strong organizational leadership; attention to detail, ability to support and reinforce a biblical vision for ministry; ability to anticipate needs, relational skills to connect with a diverse individuals and teams.

Relationships:

1. Reports to Executive Director of Church Operations & Office Manager
2. Works with Pastor of Youth Ministry, Children's Ministry and Women's Ministry Directors and staff
3. Youth, Children's Ministry and Women's Ministry leaders and volunteers as needed

Position Summary: To support the mission of Living Hope Church by providing essential administrative and logistical support to the Children's Ministry Director, Women's Ministry Director, and Pastor of Youth Ministry. This role ensures smooth day-to-day operations, effective communication, and well-executed ministry events through collaboration, organization, and a service-minded attitude.

Key Responsibilities:

Children's Ministry Support

- Coordinate Camp Sponsorships: Maintain spreadsheets, communicate with parents and sponsors, and track financial needs.
- Birthday & Postcard Outreach: Prepare monthly birthday cards and maintain postcard inventory for kids and volunteers.
- Manage Check-In & Database Systems (KidCheck): Maintain child/family info, attendance records, and support safety compliance with Ministry Safe sexual abuse awareness training and background checks for volunteers.
- Support Sunday School Operations: Handle printing, material prep, and teacher requests.
- Assist with Wednesday Night KidzLife setup, materials, and communication.
- Provide Event Support for VBS, LH Kids Team Round-Up, Child Dedications, and other key events.
- Oversee Family Sunday materials and display children's artwork monthly.
- Collaborate with Nursery & KidsWay Coordinators for volunteer scheduling and communication.

Women's Ministry Support

- Manage Event & Study Registrations: Handle sign-ups, track payments, and organize small group rosters.
- Create Promotional Materials: Brochures, flyers, name tags, invite cards, and bathroom posters.
- Maintain Communication Channels: Email/text blasts, slide updates, blog posts, and calendar maintenance.
- Support Leadership Team: Prepare training folders, assist with leader meetings, manage ministry updates and support safety compliance with Ministry Safe sexual abuse awareness training and background checks for volunteers.

Youth Ministry Support

- Provide administrative and promotional support for youth events.
- Assist with grade roll-ups, birthday postcards, reminders, and annual calendar planning.
- Help with special events such as Adopt a Grad, Challenge, and Mission Trips.
- Support safety compliance with Ministry Safe sexual abuse awareness training and background checks for volunteers.

Qualifications & Skills

- Strong organizational and time-management skills
- Excellent written and verbal communication
- Proficiency in Microsoft Office, Google Suite, and database platforms (KidCheck, Subsplash, etc.)
- Experience with desktop publishing or design tools (Canva, Publisher, etc.) preferred
- Ability to manage multiple tasks while maintaining attention to detail
- Team-oriented, proactive, and supportive attitude
- Prior administrative experience, preferably in ministry or non-profit settings

Schedule & Expectations

- Approximately 15-18 hours/week, with flexibility to swap hours for personal/family needs
- Occasional evening/weekend support for ministry events (with advance approval)
- Office-based; not required to serve Sundays or Wednesdays, though participation is welcomed
- Joyful, Christ-centered service mindset with a passion for supporting church ministries

Staff Connections

- Coordinate communication and other administrative functions with Children's Ministry Director, Women's Ministry Director, Pastor of Youth Ministry, and other staff.
- Meet regularly with Children's Ministry Director, Women's Ministry Director, and Pastor of Youth Ministry
- Meet for annual evaluations with Executive Director of Church Operations, Office Manager and if desired, Children's Ministry Director, Women's Ministry Director and Pastor of Youth Ministry.