



JOB TITLE: Children's Ministry Administrative Assistant

POSITION

Crossroads Bible Church is seeking a Children's Ministry Administrative Assistant who has a heart and a talent for managing the behind-the-scenes details of our programs. This position plays an integral role in supporting all Children's Ministry programs and events, and thus has a huge impact on all the families who attend. The Children's Ministry Administrative Assistant's ministry is primarily within the ministry itself. The Administrative Assistant will be responsible for ensuring that the Children's Ministry Director, Early Childhood Coordinator, and Mid-Week Coordinator have what they need to do ministry.

RESPONSIBILITIES

- Work with the Children's Ministry Director and program coordinators to create and upkeep systems within the Children's Ministry programs.
- Own the Ministry Safe and Background Check parts of serve team onboarding.
- Keep track of who is up to date on Ministry Safe and Background Checks and send notifications to people who need to update.
- Assist the Children's Ministry Director with event planning.
- Assist the Children's Ministry Director and program coordinators with supply ordering.
- Maintain emergency kits in classrooms, welcome desk supplies, nursing room, and volunteer supplies.
- Manage the welcome system and reward systems for Children's Ministry.
- Manage the Children's Ministry parts of special Sundays i.e.: Christmas and Easter.
- Maintain a parent information wall (to be built).
- Own Planning Center Calendars on behalf of Children's Ministry.
- Own Planning Center Registrations on behalf of Children's Ministry.
- Manage Planning Center Services on behalf of Children's Ministry.
- Manage Planning Center Check-ins on behalf of Children's Ministry.
- Download curriculum materials to the shared drive on a monthly basis.
- Organize and maintain the Welcome Desk for Sunday mornings and Wednesday nights.
- Recruit, develop, and shepherd the Welcome Desk Serve Team members.
- Oversee Nursing Room use.
- Maintain relationships with other administrative assistants in the building.
- Maintain relationships with the facilities team – the Children's Ministry Administrative Assistant is the point person for communication.
- Maintain relationships with the security team – The Children's Ministry Administrative Assistant is the point person for communication.
- Communicate and collaborate with the adult welcome team. Provide information on additional events.
- Assist the Children's Ministry Director with organizing and maintaining storage rooms.



- Work with partnership organizations and steward good building use.
- Meet weekly with the Children's Ministry Director.
- Collaborate with the Children's Ministry Director on weekly serve team emails.
- Attend a weekly team meeting with other Children's Ministry staff.
- Attend the main service regularly.
- Attend the monthly all-staff and prayer meetings.
- Manage expenses on behalf of Children's Ministry in the church's expense management program.

Job Specifications

Education & Experience Requirements:

- Bachelor's degree preferred.

Skills & Abilities

- Ability to train, delegate, and empower.
- An administrative gift.
- Use of productivity software, email, filesharing, and online communication software for project management and scheduling.

Internal/External Relations Requirement

- A track record of servant leadership, humility, and teachable in spirit.
- Commitment to spread ownership of CBC's vision and core values to each area of ministry and involve appropriately.
- Ability to adhere to strict confidentiality.

Creative & Analytical Requirement (if applicable)

- Strategic planning and utilization of resources and volunteers.
- Creative thinking for event planning and organizational problem solving.

Managerial/Leadership Responsibilities (if applicable)

- Help supervise and shepherd our Welcome Desk Serve Team.

Financial Responsibilities (if applicable)

- Assist in ensuring good stewardship and accurate spending of the department's budget. The goal of which should be to enable powerful ministry while being able to stay within budget constraints.
- Be a part of budget planning.

Physical Factors & Working Conditions / Schedule & Expected Travel

- In-office working conditions, a minimum of 20 hours per week, agreed upon schedule with supervisor.
- Occasional short distance drives for supplies.



POSITION RELATIONSHIPS

- Accountability
 - Shall be directly accountable to the Children's Ministry Director.
- Staff Relationships
 - Member of CBC ministry staff and will attend meetings as required.
 - Collaborate with other teams for projects.
- Church Relationships
 - All paid staff (including their immediate family – if they are married or have kids) should call CBC their home church, and as such, model regular attendance and involvement as a member of Crossroads.

POSITION DETAILS

- Non-exempt – Part Time, 20 hrs./week.
- Sunday (starting at 8 am), Monday to Thursday flexible work hours TBD with supervisor.
- Occasional Friday and Saturday work depending on events.
- Easter, Christmas Eve, second Sunday of September are blackout dates – including three weeks prior.
- \$21-\$23 per hour based on experience

*This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of this position. At times, employee-specific duties may be assigned which do not appear in this job description.