



FIRST MCKINNEY

BAPTIST CHURCH

Job Description

Job Title: Senior Adult Ministry Administrative Assistant

Job Purpose: Provide administrative support for the Senior Adult Ministry and maintain appropriate communication between Senior Adult Ministry and other ministries within First McKinney.

Responsibilities:

- Provide administrative support for all Senior Adult Ministry events and programs.
- Purchasing and processing of resources within the Senior Adult Ministry.
- Coordinate with families & staff for funeral or memorial needs.
- Maintain & Oversee the following lists, groups & volunteers:
 - Prayer List
 - Heaven List
 - Homebound/Assisted Living
 - Birthday Cards
 - Levite Ministry
 - McKinney Senior Handyman Service
 - Senior Adult Outpost
- Assists the Senior Adult Ministry in coordinating the tasks necessary for the successful completion of all programs and missions of the Senior Adult Ministry. Programs include:
 - Christmas & Spring Revival
 - Spring Banquet for Widows/Widowers
 - Chili Cook-off & Hymn Sing
 - Jubilee Choral
 - Organ Recital
 - Poinsettia Delivery
- Maintains membership database of all attendees and volunteers. Provides necessary reports on attendance, numbers, prospects, etc.
- Processes and organizes all facility requests including but not limited to event setup/cleanup, air/heat schedule, door schedule, and all other maintenance details necessary for daily and special events.
- Provide the event dates and details to the Communication Staff as needed.
- Attend weekly church staff meetings and senior adult staff meetings.
- Fulfill any additional duties delineated by the Senior Adult Minister.

Qualifications:

- Understand and embrace our mission, strategy, values, and objectives.
- Display a vibrant pursuit and relationship with Jesus Christ.
- Must agree and adhere to Statement of Core Beliefs & First McKinney Core Values.
- Proficient knowledge of office technology.
- Self-starter and detail-oriented approach.
- 3-5 years Administrative Assistance Experience.
- Highly detailed and professional communication skills required.

Part Time: Hourly	FLSA Status: Non-Exempt
Ministry: Senior Adults	Account #: 60030
Reports to: Senior Adult Minister	Date Prepared: March 2024