

Job Descriptions –Administrative Assistant to Family Ministries

revised 05.2017

Position Description

The Family Ministries Administrative Assistant will diligently assist and serve the Family Ministries staff and must have a working knowledge of what is going on in each ministry and help each ministry to communicate and be a consistent whole.

General Staff Responsibilities

- Demonstrate the qualifications of a spiritual leader as stated in 1 Timothy 3:8-12
- Live out the mission and vision of Parkview, in accordance with the EFCA Statement of Faith.
- Establish and maintain healthy relationships with the Parkview staff team and elders.
- Balance ministry and family responsibilities.
- Contribute to staff meetings.
- Serve the needs of pastors and ministry areas as needed.

Competencies

- Strong interpersonal skills, Ability to work well with others
- Able to work independently (in addition to working well in a team setting)
- Self-starter
- Discernment, Confidentiality and Discretion
- Be able to Prioritize, be Flexible, and able to Multitask
- Strong Organizational skills, Attention to detail, Proficiency in Microsoft Office

Primary Responsibilities

1. Administrative support to the Family Ministries Pastor/Teaching Pastor:

- Assist in printing materials for Parkview U
- Assist with inter-office ministries, be the presence of FM in the front office

2. General FM responsibilities:

- Update and maintain FM budget on Quicken.
 - Yearly budget
 - Deposits
 - Create monthly budgets for each ministry
- Maintain database for FM on CCB.
 - Monthly Promotions
 - Adding families to CCB as need be
- Maintain background checks; file these forms in a safe area.

3. Children's Ministry:

- Organize Child Dedications (Spring and Fall)
- Organize Family Camps, Community Kid's Days
 - Reserving locations, registrations, payments, mailings, etc.
- Administrative support
 - Mailings
 - Phone calls
 - Copies

- Email communications with parents, students, staff
- Billing, payments and deposits
- Knowledgeable with Children’s Check-In and Liaison responsibilities and safety and security

4. Student Ministries:

- Facilitate all ministry trips
 - Reserving locations, accommodations, ordering food, registrations, payments, etc.
- Create various publications
 - Calendars
 - Postcards of events
- Administrative support
 - Mailings
 - Phone calls
 - Copies
 - Email communications with parents, students, staff
 - Billing, payments and deposits
- Knowledgeable with various events happening within Student Ministries

Direct Report

Family Ministries Pastor