

## Position Description

The Family Ministries Administrative Assistant will diligently assist and serve the pastoral staff, adopting a servant attitude in all areas and keeping all church-related information in strict confidentiality. This individual must have a working knowledge of each ministry area and be able to help with communication within and between ministry areas.

## Primary Responsibilities

### I. Pastoral Support

- Print materials for classes, groups, and events
- Order books and supplies
- Assist with general office needs
- Occasionally answer phones and assist visitors to the church office
- Assist, support, and effectively communicate with other staff and office members as needed

### II. Student and Family Ministry Support

- Manage budget and spending
- Organize Child Dedications
- Editing, formatting, and printing materials for Sunday School and events
- Mailings
- Maintain CCB database
- Run, maintain, and file background checks
- Knowledgeable of current events within these ministries
- Communicate with church families via phone, email, and written communication
- Attend weekly ministry meetings
- General office needs

## Direct Report

Pastor of Family Ministries

## Competencies

- Strong interpersonal skills, Ability to work well with others
- Able to work independently
- Self-starter
- Verbal and written communication skills
- Discernment, Confidentiality and Discretion
- Be able to Prioritize, be Flexible, and Multitask
- Strong Organizational skills, Attention to detail, Proficiency in Microsoft Office
- Self-disciplined, Ability to be self-motivated
- Agreement with the Parkview Church mission and vision statements and the EFCA statement of faith
- Gifted in communication, visionary leadership, staff and volunteer management and organization

- Skilled in writing, social media and visual design

## About Parkview Church

Parkview Church is a member of the Evangelical Free Church of America (EFCA). The church has a long history dating back to the 1930s in the Iowa City/Coralville area. Today, Parkview has a vibrant ministry in Iowa City and the surrounding area, on the campus of the University of Iowa, and around the world. With over 1,000 weekly attenders on average, Parkview is one of the larger churches in the area. Parkview is located in one of the fastest growing and unchurched areas of the state and is a multisite church with three area campuses.

## To Apply

Please send a resume and cover letter to Emily at [emilyk@parkviewchurch.org](mailto:emilyk@parkviewchurch.org).