



Administrative Assistant – Family Ministry Job Description

FLSA Status: **Non-Exempt, Part Time (30 hours)** Schedule: **Monday - Friday**
Reports to: **Family Minister, Kids' Minister, Preteen Minister**
Direct Reports: **None**

Job Summary

The Administrative Assistant for Family Ministry works alongside the Family Minister, Kids' Minister, and Preteen Minister to support the ministries and activities for kids (grades 1-4), preteens (grades 5-6), and the Family Ministry at Hunter Street Baptist Church. This position is responsible for administrative and clerical support and for those ministries and their programs, activities, and events.

Relational Expectations

- Cultivates a positive outlook on life and maintains a spirit of gratitude.
- Influences others for the church's best interests.
- Displays a servant's heart, with the accompanying attitude and cooperation, within all departments of the church.
- Professional in communication, timeliness, appearance, attention to detail, and follow-through.
- Faithful in making disciples who make disciples.

Essential Functions

- Main Responsibilities:
 - Serve as a vital part of the staff of Hunter Street Baptist Church to serve, equip, and lead the members of our church to be fully devoted followers of Jesus Christ.
 - Collaborate with the staff to plan, prepare, and coordinate the programs, activities, and events for the Family Ministry, Kids' Ministry, and Preteen Ministry Teams
 - Participate and record the minutes from the weekly KidQuest Team meetings (Kids' Ministry + Preteen Ministry) and the bi-weekly Family Ministry Team meetings.
 - Perform a variety of administrative tasks for the ongoing and weekly ministry programs and events
 - Provide support, resources, and information to the volunteers and parents involved in the Kids' Ministry, Preteen Ministry, and overall Family Ministry
- Daily Responsibilities
 - Organize and maintain files, records, and documents related to ministry programs
 - Answer calls, emails, and texts about the ministries
 - Complete preparations for the weekly ministry programs and activities
 - Collaborate with other church staff to implement plans and preparations for ministry

- Weekly Responsibilities:
 - Document attendance and run reports to monitor the health, status, evaluation of ministry programs and activities
 - Create, adjust, and maintain the attendance rolls for all groups, classes, and events for Kids' Ministry, Preteen Ministry, and Family Ministry
 - Provide support for volunteers and leaders within the ministries represented
 - Maintain the ministry calendars, building reservations, and curriculum for the ministry programs and activities
- Other Responsibilities:
 - Assist the ministers with managing the budget and purchase orders for their ministry programs and events
 - Administrative support for the Trail Life Troop at Hunter Street Baptist Church
 - Administrative support for the Homeschool Network ministry
 - Occasional design and printing for the Home Front resource Center
 - Small Group environments and Wednesday night activities
 - Support for kids and students with special needs in mainstream programming through the age-graded ministries
 - Support and assist with Special Events (Family Ministry Milestones, VBS, Camps, Family Ministry conferences, etc.)

Qualifications and Skills

- Passion to serve on church staff and to support and invest in the ministry of the church
- Education: College degree preferred
- Experience: Administrative assistant experience preferred
- Skills: computer proficiency, program and event planning, organization, communication, proactive thinking
 - Proficient with Word, Excel, Email, Canva, and the ability to learn and utilize the church's web-based software programs (TouchPoint, eSPACE, Paycom, Divvy, Financial Edge, Ministry Grid)

Work Conditions

- Sitting or standing for extended periods of time
- Physical demands of office work, event set ups, and activity prep for high traffic times of Sundays, Wednesday nights, and special events
- Physical ability to lift at least 25 lbs.
- Ability to work under stress during peak workload periods

This position description reflects the church's assignment of essential functions and responsibilities. Nothing in this position description restricts the church's right to assign or reassign duties and responsibilities to this job at any time.