## **Eastridge Church Staff Position**

**Title of Position:** Children’s Ministry Administrator

**Reports to:** Children’s Pastor

**Name of Children’s Pastor:** William Massey

**Details:** Full-Time Salaried with Benefits Package

**Overview of Position**

Eastridge Church Children’s Ministry Assistant is the backbone of logistics, inventory, budgeting, research, and operational management processes. The overall mission of the Children’s Ministry Assistant is to serve the vision of the Children’s Ministry Pastor, management of team members, and handling Eastridge Kids’ daily operational needs. The successful person in this role will be personable, energetic, organized and methodical regarding work and attention to detail.

**Essential Functions**

**1. Administrates Children’s Pastor’s Office:** This is a global, administrative position, giving supervisory oversight on behalf of the Children’s Pastor. The role includes assisting the Children’s Pastor with the development of curriculum, policies and procedures, workflow, administrative oversight of sub-departments, and committees.

**2. Operations and Logistics:** Maintaining Children’s Ministries weekly infrastructure, tasks and workflow, including records management, reports, detailed administration of week-to-week gatherings and large events. Assisting in leading intentional and relevant operational meetings.

**3. Calendar:** Management of the global Children’s Ministries weekly, monthly, quarterly and yearly calendar. Upkeep of related software (training available): eSpace, Fellowship One, Outlook and Google Calendar. Oversight of Planning Center and scheduling.

**4. Communication:** Weekly communication on behalf of the Children’s Pastor to parents, volunteers and staff using current software tools. **Dealing with requests and concerns in a proactive manner, walking the higher ground by bringing resolution to said requests and concerns.** Manage marketing calendar, digital and print media.

**Education/Experience/Skills**

1. Four-year college degree or equivalent experience
2. Two year’s applicable experience in Children’s Ministry
3. Demonstrated ability to perform highly detailed work with accuracy and efficiency
4. Demonstrated organizational and problem-solving skills
5. Excellent communication skills, verbal and written
6. Experience with Microsoft Office products and comfortable with learning and using specialized software
7. Able to lift, move, carry materials within reasonable weight requirements
8. Supervisory experience preferred
9. Proven ability to integrate and collaborate professionally with co-workers, leadership and volunteers

**Working Environment**

1. Work is generally performed indoors in a typical office setting, event and outdoor locations
2. Weekend and evening hours required
3. Extra hours required for specialized projects

**Lifestyle Standards**

1. Recognize, understand and agree to live by the spiritual, moral and ethical standards of Eastridge Church, as outlined in the Employee Manual