

## **Position Summary:**

Eastridge Church Children's Ministry Operations Administrator

**Reports to:** Billy Massey, Lead Children's Pastor

**Job Type:** Job Share Hourly Part-Time, Non-Exempt, 20+ hours per week

## **Essential Functions**

### **1. Personal Administrator to the Lead Children's Pastor**

This is a global administrative position giving oversight and management to Children's Ministry vision and scope of mission. The role includes assisting the Lead Children's Pastor in following-up with Team Leads concerning policies and procedures for departmental workflow.

- Scheduling meetings and agenda/note taking management
- Supervises "ouch" reports and follow-up
- Weekly check-in, follow-up reports and metrics

### **2. Operations**

Maintaining Children's Ministries weekly infrastructure, tasks and workflow, including records management, reports, detailed administration of week-to-week gatherings and large events. Publishing "One Sheet" documents, and leading intentional and relevant operational meetings.

- Gives oversight to Children's Ministry operations through established policies, procedures and global workflow using church and department specific software
- Manages New Guests, New Births, Birthdays, Anniversaries, Attendance and Absentee Reports through data management software
- Inventory control
- Project Coordinator for Tier 1 and Tier 2 global events
- Manages and publishes "One Sheets"
- Weekly operational check-in with Directors
- Monthly logistics meetings with Directors to review status of operational processes and projects

### **3. Calendar**

Management of the global Children's Ministries weekly and monthly calendar in currently approved software.

- Weekly updates to Community Church Builder (CCB)
- 6-week out report
- Weekly review of Directors' volunteer schedule
- Submits dates and approved communication on the Marketing Calendar
- Manages the Marketing Calendar

### **4. Communication**

Weekly communication on behalf of the Lead Children's Pastor to volunteers and staff. Dealing with requests and concerns in a proactive manner, walking the higher ground by bringing resolution to said requests and concerns.

- Curates and supervises weekly "take home" digital/print material
- Prepares digital/print material for global meetings
- Prepares and schedules weekly communication to volunteers and staff

## **Education/Experience/Skills**

- Four-year college degree or equivalent experience
- Demonstrated ability to perform highly detailed work with accuracy and efficiency
- Demonstrated organizational and problem-solving skills
- Excellent communication skills, verbal and written
- Experience with Microsoft Office products and comfortable with learning and using specialized software
- Able to lift, move, carry materials within reasonable weight requirements
- Supervisory experience preferred
- Proven ability to integrate and collaborate professionally with co-workers, leadership and volunteers

## **Working Environment**

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

## **Lifestyle Standards**

- Recognize, understand and agree to live by the spiritual, moral and ethical standards of Eastridge Church, as outlined in the Employee Manual
- Verbal and visual support of the vision of the Senior Pastor and church
- Read through and communicate relevant weekly staff meeting notes to the CM Leadership Team
- Carry a "can-do" attitude
- When available, joins a Staff Chapel