

Trinity Church

Administrative Assistant Position Description

POSITION SUMMARY

The Administrative Assistant to Directors of Children's Ministries and Groups & Next Gen is responsible for assisting the Directors with a variety of tasks that are related to children's, adult discipleship and Next Gen ministries in support of the church and its vision and mission.

Position Title: Administrative Assistant

Classification: Part-time, hourly, 20-25 hrs./week, flexible office hours Monday-Thursday

Accountable to: Director of Children's Ministries and Director of Groups & Next Gen

Education: Bachelor's Degree preferred

QUALIFICATIONS

Personal

- Spiritually mature
- Intrinsically motivated
- Collaborative
- Teachable/humble
- Integrity

Relational and Communication Skills

- Good verbal and written communication
- Relates well to a variety of people
- Understands and upholds confidentiality

Professional Characteristics

- Organizational excellence
- Ability to multi-task
- Efficient
- Administrative experience/computer savvy, Microsoft Office Products (Excel, Word, Publisher, Outlook)

RESPONSIBILITIES

Children's Ministry:

- Support planning and coordination of programs and events, including registration, shopping, set up and clean up
- Manage the nursery Sign-Up Genius for the infant & toddler nursery
- Learn Realm church database and its capabilities for children's ministries.
- Effectively maintain budget and track expenditures/transactions

Adult Discipleship/Christian Formation:

- Support the Director of Groups in all adult formation ministries including but not limited to Journey Groups, Community Groups, Sunday and Wednesday adult classes, and any future groups/classes at Trinity.
- Collaborate with staff and volunteers on the administrative needs of discipleship ministry at Trinity.
- Provide consistent encouragement and appreciation for all group leaders and teachers.

Next Gen:

- Provide strategic implementation and evaluation of Next Gen groups, learning communities, retreats and more to build up the 20's/30's and high school student retention within Trinity's congregation.