



Christ Journey Church is looking for a Family Ministry Administrative Assistant. If you are interested, please submit a cover letter and resume to [Career@ChristJourney.org](mailto:Career@ChristJourney.org).

## Job Description

**Job Title:** Family Ministry Administrative Assistant

**Position Role:** Equips the Family Ministry team with support to accomplish their purpose

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**Leader:** Director of Family Ministry

**Leads:** N/A

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**Spiritual Gifts:** Administration, Serving, Helps

**Core Competencies:** Fostering Teamwork, Building Collaborative Relationships, Thoroughness, Customer Orientation

**Spiritual Attributes:** Christ-Centered Living as demonstrated by full participation in a local church

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### Intended Outcomes:

- Oversees the administration and operations of Family Ministry
- Manages database, budgets and communications for all Family Ministry areas
- Tracks any necessary statistics for Family Ministry in alignment with Christ Journey
- Embraces hybrid church (physical and/or digital) strategies towards maximum ministry impact while modeling effective cross-team collaboration and integration where needed

## Tasks and Responsibilities:

- Maintains all databases for Family Ministry (Collaboration with Ops Team)
  - Manages, monitors and leads the development of all Family Ministry budgets
  - Utilizes communication and information systems to provide timely weekly and monthly information to families through announcements, website, emails and texts
  - Manages check-in processes for Family Ministry environments
  - Oversees volunteer certification (VAF and Background check) to ensure compliance of child protection policies for Family Ministry environments
  - Manages, monitors and submits Family Ministry attendance to Director of Family Ministry and Directional Team
  - Participates and reports minutes for all Family Ministry team meetings
  - Assists in the preparation and submission of business meeting statistics
  - Maintains weekly oversight and implementation of Kids Ministry pre-registration
  - Assists with planning and executing all Family Ministry special events
  - Manages all Family Ministry calendar and resource requests
  - Other tasks as assigned
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**Education:** AA in Communications or Business Administration or related field is a plus

**Experience required:** Must have at least 2 years of office administrative work, including budget and data management

A combination of education and experience will be considered

Bi-lingual is a plus

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**Computer Literacy:** Mac Platform, Microsoft Office, Data Management, Google Suite, Zoom, RightNow Media, and other digital platforms as needed

Note: All Ministry Service positions must be screened to demonstrate abilities.