



Christ Journey Job Description

Job Title:	Family Ministry Administrative Assistant (FT)
Position Role:	Supports Family Ministries by implementing and sustaining effective operational processes. Provides excellent service to students, parents, visitors, team members and volunteers
Leader:	Family Ministry Director
Leads:	CJ Kids and CJ Students Host Teams
Spiritual Gifts:	Administration, Helps, Hospitality, Serving
Core Competencies:	Customer Service, Problem Solving, Scheduling, Budgeting, Data Entry, Event Planning, Office Computer Skills
Spiritual Attributes:	Christ-Centered Living as demonstrated by full participation in a local church
Intended Outcomes:	<ul style="list-style-type: none">• Manages kids, students, parents and leaders involvement effectively through operating systems (database, attendance and communications)• Develops and deploys Host Team volunteers for FM special events, CJ Kids & CJ Students Ministry environments• Administrative representative for Family Ministry on Operations and Administrative team (meeting minutes, budgets, resource requests, and calendar)• Develops authentic relationships with other team members for mutual ministry and personal support

Tasks and Responsibilities:

- Works with the Family Ministry Team (FM Director, CJ Kids & CJ Students) to plan and determine operational needs for ministry environments and events (i.e., calendar, facilities, set-up, registration, food)
 - Serves as liaison with Operational Team for communications, IT, training and maintenance requests
 - Recruits and develops Host Team volunteers (Check-In, Greeters, Food) for CJ Kids and CJ Students environments and events
 - Manages safety and reporting procedures (background checks, waivers & safety measures) for all Family Ministry environments
 - Manages and submits Family Ministry attendance reports to FM Director and Directional Team
 - Collaborates with Family Ministry Director to track and maintain Family Ministry budgets
 - Takes minutes and makes assignments in all Family Ministry meetings
 - Utilizes communication systems to provide timely information to families of Family Ministry, CJ Kids and CJ Students (emails, posts, texts, social, and web).
 - Maintains adequate stock of items for ministry office and environments
 - Responds to all phone calls, emails and messages within 24 hours
 - Other tasks as assigned
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Education Required:

AA in Business Administration or Communications 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

Computer Literacy: Mac Platform, Microsoft Office, Data Management, Google Suite, Social Media Platforms, and other digital platforms as needed

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