

JOB DESCRIPTION – VIENNA PRESBYTERIAN CHURCH

UPDATED: 01/07/10

POSITION TITLE: Administrative Assistant – Children's Ministries

CLASSIFICATION: Non-exempt, Part-time (up to 20 hours)

REPORTS TO: Director of Children's Ministries

GENERAL DESCRIPTION: The Administrative Assistant provides organizational and secretarial support to the Children's Ministries (CM) program. Whereas the Administrative Assistant serves in one primary program area, duties may be performed for pastors and other areas within the church, as assigned.

RESPONSIBILITIES AND MAJOR DUTIES

For Sundays:

- Prepare 2:52 Basics weekly packets for small group leaders
- Assist in editing small group curriculum materials
- Locate/create props, scenery and costumes as requested for 2:52 Basics
- Oversight of 1st and 3rd floor resource rooms (checking supplies, tidying, etc..).
- Oversight of classrooms on 3rd floor – swift tidy on Mondays.

General Admin:

- Maintain all records related to CM programs and summer events such as Vacation Bible School, Music and Drama Camp, etc...
- Assist on small projects for Childcare Director.
- Update ACS files with Sunday School information.
- Provide content, as requested, for projects such as brochures, registration forms, letters, etc...
- Prepare mass mailings.
- Order supplies (office supplies, Sunday supplies, curriculum, etc..).
- Provide ACS statistical reports.
- Prepare CM correspondence, as requested.
- Maintenance of room signs and first aid kits.
- Updating and maintenance of 3rd floor notice boards
- Routine office tasks as needed.

Special Events

- Provide administrative support for all major *CM* events.

QUALIFICATIONS

- Ability to support the mission and ministry of Vienna Presbyterian Church
- Good communication and interpersonal skills
- Willingness to be available at critical peak times (i.e. summer) of the *CM* program cycle
- Self-motivation and excellent organizational skills
- Bachelors degree or equivalent experience
- Excellent computer knowledge and skills including word processing and data entry
- Working knowledge of various office machines

PHYSICAL DEMANDS: The physical demands are those necessary to successfully perform the essential functions of the position as outlined above. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.