



Royal Redeemer

LUTHERAN CHURCH & SCHOOL

position **Family Life Administrative Assistant**

summary The Administrative Assistant attends to confidential correspondence, records, reports, appointments, and general clerical responsibilities for the efficient operation of Youth and Children's Ministry.

royal redeemer is

- A church and staff committed to following and fulfilling our mission to help people exchange everyday life for contagious Christian community.
- A church that is totally committed to seeking and faithfully carrying out God's will and His calling for us as a congregation.
- A church committed to team-ministry, desiring for the staff to be unified in God's vision and serving together in deep Christian love.
- A family of believers that is greatly committed to fulfilling the Great Commission and keeping the Great Commandment.

responsibilities

communication

- Prepare and facilitate mailings as needed.
- Maintain events, meetings, and other activities on the church calendar.
- Submit room requests for events and gatherings.
- Respond to emails and voicemails in a timely manner.
- Update and maintain a functioning database for participants in youth and children's ministry.
- Establish and maintain an effective filing system for records.
- Send out e-newsletters to parents and ministry volunteers.
- Send and receive timesheets for nursery, youth, and children's ministry hourly staff.
- Assist with front receptionist desk and door coverage as needed.

volunteer management

- Assist in recruitment of new volunteers.
- Ensure volunteers have all necessary paperwork, background checks, and e-training.
- Maintain current contact information for volunteers and help them plug into our scheduling platform.
- Prepare and send out notices for youth and children's meetings including agendas and materials as needed.
- Provide administrative support for VBS, Princess Party, Confirmation Retreat, Youth outings and special events which will include data entry, correspondence, printing, reports, etc.
- Maintain an inventory of supplies and resources; ordering and restocking as needed.
- Be onsite and available to help with various administrative responsibilities for large events (VBS, Princess Party, etc.).
- Print and prepare curriculum, teacher guides, and other handouts.
- Organize volunteer and staff training alongside ministry director.



competencies

- Problem Solving – Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, and uses reason even when dealing with emotional topics.
- Interpersonal Skills – Focuses on solving conflict, maintaining confidentiality, listens to others without interrupting, keeps emotions under control, remains open to other's ideas and tries new things.
- Oral Communication – Speaks clearly and persuasively in both positive and negative situations, listens and gets clarification, responds well to questions, and participates in meetings.
- Teamwork – Balances team and individual responsibilities, exhibits objectivity and openness to other's views, gives and welcomes feedback, contributes to building a positive team spirit, and puts success of team above own interests.
- Organizational Support – Follows policies and procedures, completes administrative tasks correctly and on time, and support Royal Redeemer's mission and values.
- Quality – Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, and monitors own work to ensure quality.

required critical skills, training & education

- Minimum 2 years Administrative Assistant experience.
- High school diploma or GED.
- Proficient computer skills and database management – including Microsoft Office and willingness to learn Realm and Planning Center database systems.
- Current First Aid, CPR, and AED training or willingness to receive training.

scope of position

Classification: Non-exempt hourly
Status: Part-time (20 hours/week)
Supervisor: Director of Family Life Ministry