

ST MARTIN'S EPISCOPAL CHURCH

POSITION: Administrative Assistant for Children's Ministry

STATUS: Full time, Non-exempt

REPORTING TO: Director of Children's Ministry

SUMMARY/OBJECTIVE

The Administrative Assistant for Children's Ministry supports the Church by performing routine clerical and administrative work for Children's Ministry and the Director of Children's Ministry. This role provides comprehensive administrative assistance for ministry programs (birth through elementary), including Sunday School, weekly programming, special events, and seasonal initiatives.

This role interacts with members, families, volunteers, and staff at all levels while efficiently managing multiple projects and communications. The Administrative Assistant must be committed to the Mission and Core Values of St. Martin's Episcopal Church.

ESSENTIAL FUNCTIONS

1. To glorify God every day by affirming and valuing the Christian faith as affirmed by the worldwide Anglican Communion which emphasizes the Holy Scriptures as the primary authority and guide for individual faith and practice.
2. Provide administrative coordination for all Children's Ministry programs.
3. Manage calendars and scheduling for coordinating classrooms, teachers, volunteers, trainings, and program rotations.
4. Assist in the production of correspondence, articles, newsletters, and ministry communications (STAR, Parish Life, social media, and e-news).
5. Maintain accurate and organized records, including attendance for Children's Sunday School and other ministry programs.
6. Maintain and organize curriculum materials, classroom supplies, and teaching resources; ensure classrooms are prepared and appropriately stocked for Sunday programming.
7. Coordinate volunteer management processes, including recruitment, onboarding, logistics, scheduling, communication, and retention.
8. Support the implementation of safeguarding and safety procedures, including check-in/check-out systems, emergency protocols, incident reporting, and compliance with church policies.
9. Create and manage online registrations for ministry events using platforms such as Signup Genius, Ministry Scheduler Pro, and Jotform.
10. Work collaboratively with the Events and Communications Departments to schedule events.
11. Maintain office operations, including supply inventory, ordering materials, and monitoring expenditures in alignment with ministry budgets.
12. Assist in planning, marketing, and execution of major ministry events and seasonal programs, including Advent, Christmas, Lent, Easter, Communion Instruction, and Vacation Bible School (VBS).
13. Provide administrative and on-site support for VBS, including registration, payments, volunteer coordination, and family check-in and hospitality.
14. Perform other duties as assigned.

COMPETENCIES

Competencies required of this role:

- Effective verbal and written communication.
- Strong organizational and time management skills.
- Attention to detail and accuracy.
- Ability to manage multiple projects and competing priorities.
- Collaborative and team-oriented mindset.
- Adaptability and problem solving.

INDICATORS OF SUCCESS

Several of the most critical aspects of this role include:

- Accurate and timely recordkeeping and reporting.
- Ability to adapt to changing priorities and ministry needs.
- Consistent professionalism and hospitality in all interactions.
- Effective communication with leadership, families, and volunteers.
- Adapting approach and demeanor in real time to match the shifting demands of different situations.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

MENTAL & PHYSICAL DEMANDS

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to identify, communicate, detect and easily remember things. The employee is frequently required to rise; move; ascend/descend stairs, position self, and sit; operate a computer and other office equipment; obtain objects at arm length distance; and transport up to 30 lbs.

The employee is required to perform under circumstances of emotional stress, such as yet not limited to, stress from work deadlines, employee complaints, noise, distractions, work complexity, competing priorities and understaffing.

WORK HOURS AND TRAVEL

This is a full-time position. Days and hours of work will generally be Monday – Friday, 8 a.m. – 5 p.m. with occasional overtime on evenings or weekends if requested by leadership. No travel is expected for this position.

EDUCATION AND EXPERIENCE

Required experience includes graduation from high school or GED equivalent. Additional eligibility qualifications include one to three years of increasingly responsible related experience, or any equivalent combination of related education and experience.

EEO/AAP

It is the policy and intent of St. Martin's Episcopal Church to provide equal opportunity and employment in its practices.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.