

**Job Title:** Administrative Assistant and Aide to Children, Teens, Young Adult, and Family Ministries

**Mission & Vision of the Program:** *The Redeemer helps children and teens find God's true purpose for their lives: the unfolding of Christ's life into the world through their unique and developing personalities. The Redeemer creates and facilitates age-appropriate Christian programming, providing opportunities for children's and teens' hearts, heads, and hands to be formed into Christ's own.*

**Reports To:** Director of Children, Teens, Young Adult, and Family Ministries

**Job Summary:** The Administrative Assistant and Aide provides vital support to the Children, Teens, Young Adult, and Family Ministries at the Church of the Redeemer. This role encompasses managing registrations, maintaining accurate records, coordinating logistics for events and programs, and assisting with various administrative tasks. The position requires a detail-oriented individual with strong organizational skills, a proactive approach to problem-solving, and a commitment to creating a welcoming environment for families and volunteers. The ministries supported by this role include Nursery Care (0-3 years), Godly Play (3 years - 3rd grade), Apostles Class (4th-6th grade), Middle School Youth Group (5th-8th grade), Confirmation Class (8th grade+), High School Youth Group (9th-12th grade), and Cor Cordium (18-30+), as well as various family events throughout the year.

**Key Responsibilities:**

**1. Family and Young Adult Registration and Records Management:**

- Register new families by collecting information at the welcome desk during Sunday school.
- Maintain and update registration information for all children, teens, young adults, and families using both the ACS Database and the church's website, ensuring accurate data entry across multiple platforms.
- Track attendance for all events and regular Sunday programming using Excel, ensuring records are up-to-date and accurate.
- Maintain up-to-date allergy information for each child, teen, and young adult in the ministry using Excel to ensure accurate food orders for events.

**2. Volunteer Coordination:**

- Help the Director monitor volunteers and staff regarding Safe-Church training videos.
- Help the Director keep track of CPR training certifications for nursery care staff, ensuring compliance with safety requirements.

**3. Event and Program Logistics:**

- Develop and review logistics sheets for every event and regular program, ensuring all aspects are covered and well-organized.

- Create and schedule promotional posts for special events on social media using Canva, posting three weeks before the event, the week of the event, and sharing photos the week after.
  - Be present at events to take photos and register new families, or ensure a designated person is available to do so.
4. **Material and Resource Management:**
- Assist the Director in organizing Godly Play materials and maintaining physical lesson plans in a laminated and organized binder.
  - Support the Director in organizing Apostles' class lessons, ensuring they are laminated and properly filed.
  - Develop with the Director a spreadsheet aligning nursery care activities with Godly Play themes, ensuring all necessary supplies are prepared each Sunday.
  - Review for edit and correction all materials going out to families through mail (eg. the yearly brochure).
5. **Administrative Support:**
- Set up and take down Sunday School signs each Sunday.
  - Help maintain a tidy welcome desk area and organized storage space for events.
6. **Availability and Presence:**
- Be regularly present on Sundays from 9:00 AM to 12:00 PM.
  - Attend Sunday events throughout the year to handle attendance, registration, and photography.
  - Participate in regular meetings with the Director every Sunday to review the previous week and plan for the upcoming week.
  - Attend a monthly two-hour Zoom meeting in the first week of every month to review upcoming events and finalize logistics.
  - Participate in bi-monthly check-in meetings with the Director and the Rector.
  - Check email on a daily basis (respond within a 2-3 day window) and respond to texts or phone calls from Director or Rector in a timely manner (within a 24 hour period).

**Qualifications:**

- Strong organizational and administrative skills.
- Proficiency in Microsoft Excel, ACS Database, Canva, and website management.
- Excellent communication skills, both written and verbal.
- Ability to work collaboratively and independently.
- Commitment to the mission and values of the Church of the Redeemer.

**Work Environment:** This position requires regular in-person attendance on Sundays and participation in both in-person and virtual meetings. The role involves working in a dynamic environment where adaptability and proactive problem-solving are essential.