

Real Kidz Ministry Administrative Assistant |

Job Description



Responsible to: Real Kidz Pastor

Working Relationships: Real Kidz Pastor, Early Childhood Coordinator, Elementary Coordinator, Kentwood Campus staff.

Scope of Position: This position provides administrative and organizational support for the Real Kidz Ministry Team.

Time Commitment: Part Time: 20 hours/week

Typical Duties:

- Schedule appointments and manage the Real Kidz Pastor's calendar; produce minutes for Real Kidz team meetings.
- Manage department communications - phone calls, emails, publications, website, mailings, department calendars, etc.
- Create letters, nametags, worksheets, and data reports.
- Coordinate the creation of flyers, postcards, and other marketing materials with the Communications department.
- Responsible for accurate record keeping of the department budget, finances, and purchases.
- Order supplies and run errands as needed to maintain office and programming supplies.
- Update and maintain the Real Kidz ministries' policies and procedures.
- Oversight of the Real Kidz registration process.
- Oversight of all Real Kidz ministry office volunteers.
- Assist in the coordination of special events for the Real Kidz ministry.
- Track and follow up with first time visitors in the Real Kidz ministry.
- Send communications to celebrate special milestone moments for families with children and follow-up with all new believers.
- Participate in KCC required training opportunities as well as conferences, workshops, and classes that pertain to this role.

Basic Personal Responsibilities:

- Confesses to be a born again Christian and seek the will of God in his/her life.
 - Maintains a vital and growing walk with the Lord through committed personal Bible study, prayer and stewardship of the resources given to them by God.
 - Demonstrates a servant's heart as a member of the KCC team.
 - Submits willingly to and understands the importance of an accountability relationship.
 - Models the KCC mission, vision and core values.
 - Maintains proper priorities and balances in his/her life.
 - Commits to personal evangelism opportunities within and outside of the church.
 - Actively worships with his/her family at the KCC campus.
 - Becomes an active member of KCC within 6 months of employment.
- **Position Requirement:**
 - Excellent communication and interpersonal skills.
 - Organized, pays attention to detail, shows initiative and effective follow through.

Wyoming Campus Administrative Assistant | Job Description

- Able to prioritize and focus on key objectives and multitask.
- Proficient in computer, telephone, and office equipment skills.
- High School diploma required.

NOTE: This document describes typical duties and responsibilities and is not intended to limit Kentwood Community Church from assigning other work as needed.

Application Requirements: Résumé and cover letter are due by Friday, March 15.

Please submit to the Real Kidz Pastor [email](#) .