



## **JOB DESCRIPTION**

## **ADMINISTRATIVE ASSISTANT**

Job Classification: Part Time; Hourly  
2023

Date: August

### **SUMMARY**

Provide support to the Children's Minister and the Cityview Kids' Team by assisting in a variety of administrative tasks. This role is designed to assist in executing the core values and goals of the Cityview Kids Ministry.

### **OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:**

Working under the supervision of the Children's Minister to support in accomplishing the vision of our Kids Ministry so that every child at Cityview has the opportunity to flourish through:

- 1. Biblically Rooted Activities:** Establishing sound doctrine at an age-appropriate level, so students will be grounded in their understanding of God's Word (Eph. 3:16-29; Col. 2:6-8).
- 2. Nurtured Faith:** Creating a safe place for all children to come and worship for students to be instructed and encouraged to live out their faith (Gal. 5:22-25; 2 Tim. 3:14-17).
- 3. Love for Jesus:** Providing an engaging, fun ministry where students enjoy growing in their love for Jesus (Matt. 22:37-40; 1 Jn. 4:18-19).

### **PRIMARY RESPONSIBILITIES:**

- 1. Execution of Vision & Values:** Ability to effectively execute the vision given by the Children's Minister for children and family programming and events.
- 2. Administrative Leadership:** Ability to assist the Children's Minister with communication across multiple platforms to parents; scheduling team members; administrative tasks including (*but not limited to*): database management, event registration processes and systems, background checks, receipt reconciliation, compiling and organizing processes to effectively train team members.
- 3. Event Planning:** Support and assist in planning, organizing, and executing a variety of events for our families.

### **PRIMARY ACTIVITIES:**

- 1. Weekly:** Sunday Morning Services; Volunteer Scheduling; Administrative Tasks and Weekly Communication.
- 2. Quarterly:** Parent Resource Nights; Quarterly Cityview Kids events
- 3. Yearly:** Assist in planning, organizing and executing Club Week & PreTeen Camp.

### **REQUIRED KNOWLEDGE, ABILITIES, AND QUALIFICATIONS:**

1. 2+ years of administrative experience.
2. Preferred experience working with children in ministerial or educational fields.
3. Willingness to be a team player and provide meaningful contributions.
4. Passion to spread the Gospel and stay committed to Scripture.



5. Warm and hospitable with excellent interpersonal skills.
6. Fluency in MS Office and platforms, Google Workspace and similar database and administrative platforms.

**EXPECTATIONS:**

1. Agreement with the doctrinal statement, principles, and practices of Cityview.
2. Alignment with Cityview's mission, vision, and core values.
3. Willingness to submit to the leadership of the Elder Board of Cityview.
4. A growing personal relationship with Jesus Christ.
5. Commitment to being teachable, accountable, and missional.
6. Ability to be flexible and adaptable while working with children of various ages and developmental stages.

**COMPENSATION PACKAGE:**

1. Part-Time; Hourly Rate