

**Job Title:**

StoneBridge Children's Ministry Admin

Job Description:

We are seeking a task-oriented and organized individual to support the daily administrative needs of StoneBridge Kids Ministry. This role is critical in ensuring the smooth operation of ministry activities and events. The ideal candidate will excel in detail-oriented work, taking ownership of assigned responsibilities, and working directly under the supervision of the Children's Director.

Position Details:

- **Type:** Part-Time
- **Hours:** 20-25 hours per week
- **Schedule:** Monday–Wednesday
- **Compensation:** \$21 per hour
- **Reports to:** Children's Director, Emily Massi

Key Responsibilities**Administrative Support:**

- Assist Children's Director with scheduling, communications, and general administrative tasks.
- Manage and send out the Children's Ministry Newsletter and maintain lists for parent communication.
- Maintain Ministry calendar and schedule all Children's Ministry events/ groups in Planning Center.
- Maintain and organize Planning Center tasks, including:
 - Setting up registrations for events and activities.
 - Creating and updating new family profiles.
 - Merging duplicate profiles
 - Managing kids' age/class promotions.
- Maintain monthly/quarterly attendance data and recommend outreach initiatives.

Event Preparation & Support:

- Handle event registration processes and logistics.
- Coordinate event details organization ahead of time.



- Help assemble any kind of packets, goodie bags, etc. needed for events.
- Coordinate day-of event logistics
- Recruit help and volunteers for events as needed.

Collaboration:

- Work directly with Children's Director to reduce her workload, allowing her to focus on ministry leadership.
- Provide additional support to the Ministry Area Pastors as needed, approved, or assigned by the Children's Director.

Qualifications

- Strong organizational and administrative skills.
- Experience with Microsoft and Google products.
- Familiarity creating graphics in Canva.
- Experience working in Mail Chimp and Planning Center preferred.
- Comfortable with task ownership.
- Capable of managing and organizing data.
- Ability to work independently and proactively once trained.
- Ability to lift 30 pounds and walk up and down stairs regularly.

Application Process:

If you are interested in supporting our ministry through administrative excellence, please complete the application and upload your resume on our website by January 25, 2025.