

**Children's Administrative Asst.**  
 Milestone Church  
 Keller, Texas

Employment Type: P/T  
 25 hours per week

### Synopsis of Role

The primary job responsibility for the *Children's Admin Assistant* is to provide administrative support and assistance to the Children's Ministry Director. This includes but is not limited to office administration, organization of that department. In doing so they will ensure in assisting in that all details and resources for each weekend and event are properly scheduled, communicated, and executed.

### Principal Responsibilities

- Provides general administrative duties
- Create/maintain all documents for Children's.
- Administer and create all F1 reports and process all background checks
- Help execute weekend service logistics
- Attend weekly department meetings.
- Assist with the children's budget and create monthly expense report.
- Maintain weekly Dashboard information for Elementary
- Manages all Service U requests, maintenance and media tickets for Dept.
- Correspond with any/all ministries
- Inventory and purchase all supplies
- Send out emails on behalf of Children's Ministry
- Handle all registration for events
- Handles promotional material ordering and distribution and social media updates.

### Competencies Critical to this Position

<b>Core Competencies</b>	<b>Technical Competencies</b>
Ability to handle changes, delays and unexpected events. Strong personal skills, and spiritual maturity.	Proficient knowledge of technology including various church management systems, MS Word, MS Excel, MS PowerPoint, F1, Podio, and Google Mail.
Ability to communicate effectively via email, in person, and one-on-one.	
Love children.	

### **Education/Certification Requirements**

- Associates degree in Business Administration.
- 1-2 years experience in a similar elementary environment.

### **Key Performance Measurements**

Maintain communication with Supervisor, Director, and other departments  
Use daily, weekly, and, monthly measurements such as perform weekly audits, answer emails daily.  
Effective execution of administration duties for all registration for events and reports.

*This description outlines the basic tasks and requirements for the position noted. It is not a comprehensive listing of all job duties.*

*If you are interested in this opportunity, please send your resume and cover letter to [recruiting@milestonechurch.com](mailto:recruiting@milestonechurch.com), **Attn: Nellie Jackson***

*Milestone Church offers comprehensive benefit packages, which are regularly reviewed to maintain competitive levels. Salary will be based on work experience, education level and relevant skill sets.*

*We would like to thank all applicants, however, only those who qualify for an interview will be contacted.*