



MATTHEWS UNITED METHODIST

MATHEWS UNITED METHODIST CHURCH JOB DESCRIPTION 2023

TITLE: United Kids Administrative Assistant

FLSA STATUS: 30 - 35 Full Time Position; Exempt

EXPECTATION:

It is expected that each member of the MUMC staff will worship regularly; will attend to their spiritual growth through participation in a small study group or regular devotional time and through the discovery and employment of their spiritual gifts; will give regularly in support of ministry; will pray for the ministry and mission of MUMC; will participate in continuing education activities related to the appropriate areas of responsibility.

PRIMARY FUNCTION: To provide administrative support for United Kids Ministry so that the mission of Reach, Teach, Praise and Serve may be fulfilled.

SUPERVISION RECEIVED:

Works under the direction of the Director of Age-Level Ministries, United Kids Associate (4 years old - 3rd Grade, & United Kids & Youth Associate (4th Grade - 9th Grade) and Staff-Parish Relations Committee

SUPERVISION EXERCISED:

Direct supervisor for the following staff positions (if applicable): Volunteers

QUALIFICATIONS:

EDUCATION: Prefer a two year college degree or a high school degree with at least three years of experience.

EXPERIENCE: Experience in a professional office environment is preferred, as well as experience in organizing large group events and activities in a secular or church setting. A background in marketing & creative design is required. Familiarity in working with kids and their families is a plus.

SKILLS: Ability to work well with people of all ages; exercise sound, mature, Christian judgment; excellent communication skills, especially in the use of social media and electronic communications that appeals to the appropriate age demographic; flexible and organized; maintains confidentiality of sensitive information without exception. Ability to work in a team environment with all staff and key leaders within the organization to achieve the goals, principles and missions of the church.

KNOWLEDGE: Knowledge of Windows and MAC operating systems; Proficiency with Microsoft Word, Excel, Publisher, Access, and Photoshop. Capacity to learn church database and scheduling software. Knowledge of social media and good proofreading skills. Creative design skills for publications and graphics utilizing resources such as Canva. Knowledge of social media algorithms, social media advertising, and social media insights/success to create cohesive brand marketing.

PERFORMANCE RESPONSIBILITIES:

1. Assists in developing and implementing children's ministry goals in accordance with mission and strategic objectives of MUMC and with the education area goals.
2. Assists in the coordination of and communication with volunteers for various United Kids classes and events.
3. Maintains database and all release forms & medical concerns United Kids.
4. Assists in processing money collected for United Kids events.
5. Submits and tracks United Kids attendance records for all events & programs.
6. Provides administrative support to all staff personnel in the area of Children's Ministry
7. Coordinate varied communications within the Children's Ministry both for internal & external marketing, such as mailings, website, email, phone calling, merchandise, swag, publicity and social networking.
8. Prepares, prints, copies and distributes material as directed for various Kids Ministry activities.

9. Assists in processing money collected for United Kids programs and events.
10. Submits and tracks United Kids registrations and attendance records for all events & programs.
11. Places orders for supplies as required by Children's Ministry.
12. Attends all staff and leadership meetings as required.
13. Assists in the preparation and execution of Monthly Family Worship (2nd Sunday).
14. Provides assistance in preparing for and executing VBS for all children.
15. Provide support for Created By God Retreat (as scheduled).
16. Provide support for various special United Kids, Youth, & Age-Level Ministry Community Events.
17. Provide support for Nativity including printing registration forms, mailing information, coordinating rehearsal.
18. Provide support for Confirmation (6th Grade).
19. Provides in-person Sunday morning support from 8:30am-12:30pm each week.

LINE OF AUTHORITY: Director of Age-Level Ministries, United Kids Associate (4 years old - 3rd Grade), & United Kids & Youth Associate (4th Grade - 9th Grade), Staff Parish Relations Committee

NOTE: The responsibilities identified above are not intended to be all-inclusive. There are numerous tasks essential to the successful fulfillment of our mission to *Reach, Teach, Praise* and *Serve* in the name of Christ; therefore, an employee may be assigned other related projects by the supervisor, team leader, or the Staff-Parish Relations Committee.

TERMS OF EMPLOYMENT:

At-Will; 30-35 hours Full-time, Non-Exempt

EVALUATION:

Performance will be formally reviewed annually. The review of this job description will be a part of the annual review.

Employee	Date
Supervisor	Date
Representative, Staff-Parish Relations Committee	Date