



Children's Ministry Administrative Assistant

POSITION DESCRIPTION

The Children's Ministry Administrative Assistant provides high level administrative support to the Children's Ministry (Nursery–5th grade).

ROLES AND RESPONSIBILITIES

PERSONAL LIFE

A woman/man of God; a woman/man of prayer; a woman/man who knows by personal daily experience what it means to be renewed by God's grace and who demonstrates godliness in her/his personal relationships: in the Church and in the community.

ADMINISTRATION

Provides administrative support to the Children's Ministry in various forms including but not limited to:

- Setting up contracts and reservations for children's event and programs
- Ensuring Child Protection Policies are being followed with respect to volunteer background checks and training
- Occasional running of errands to purchase materials/supplies for the ministry and special events (such as cases of water, party supplies, food, etc.)
- Stepping in at times to aid Parents' Day Out when teachers have not yet arrived or need to step away from their classroom (this includes working with small children, picking them up to change them or take them to the restroom, receiving them from their parents at drop off, welcoming parents and answering questions, etc.)
- Helping set up for and run special events, including some that fall outside of normal business hours, such as nights or weekends (these times could be offset within your schedule so as not to go significantly over required hours of work)

ORGANIZATIONAL RELATIONSHIPS

The Children's Ministries Administrative Assistant functions within the following organizational parameters:

- Reports directly to the Director of Children's Ministries
- Works directly with and support to the Children's Ministry staff
- Works with and through the Family Team and Children's Committee
- Works with congregation members

QUALIFICATIONS

LOVE FOR THE LORD

Able to articulate the Gospel, her/his relationship with Jesus Christ, profess a well-grounded and vital faith, and exhibit a Christ-centered life.

LOVE FOR GOD'S PEOPLE

Strongly relational with the ability to build rapport with children and adults. Approachable and humble with a confidence grounded in her/his identity in Christ.

LOVE FOR GOD'S WORD

A belief in the inerrancy and primacy of the Bible. A strong understanding of and commitment to the evangelical and Reformed faith, as expressed in the Westminster Standards.

LOVE FOR GOD'S CHURCH

Strongly committed to corporate worship. A humble and teachable spirit who appreciates and responds to the leadership structure at Second. A desire to see and help the church grow in its commitment to helping people of all ages feel like members of the Body of Christ.

LOVE FOR ADMINISTRATION TO SUPPORT GOSPEL MINISTRY

A ministry heart with a cheerful and welcoming spirit, able to keep confidences and able to discern the important from the urgent and work accordingly. Gifting and experience in administration with computer skills to accommodate role requirements. This person should have a servant's heart and be gracious, kind, patient, and helpful to congregation members and staff.

HOW TO APPLY

Interested candidates should submit a resume and personal testimony, via email to Sandy Hazelwood, Interim Director of Children's Ministry, at sandy.hazelwood@2pc.org.

ABOUT SECOND AND MEMPHIS

Founded in 1844, Second Presbyterian Church (EPC) is marked by Reformed theology and committed to retelling the gospel of Jesus Christ to ourselves, our neighbors, and the nations abroad. We aim to reimagine the church and the city according to the Scriptures, asking God to repair what is broken, both in us and around us, by His Spirit. Located in the heart of Memphis at the corner of Poplar and Goodlett, we are uniquely positioned to serve our neighbors of all different ages, ethnicities, and socioeconomic statuses with the good news of Christ. Visit 2pc.org to learn more about our church. To explore the rich and diverse history of Memphis, visit memphistravel.com, choose901.com, and dailymemphian.com.