



Eastview Kids Support Team Administrative Assistant

Position Scope: Part-time; 20 hours per week including special events as needed

Position Status: Non-exempt

Reports to: Pastor of Guest Services

Department: Eastview Kids

Salary Range: \$15.00 - \$16.50 per hour

Ministry Vision

A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are Irresistible.

Ministry Responsibilities

Provide administrative support for the following Eastview Kids areas: Nursery, Early Childhood, curriculum and resources, guest services, security, and special needs.

Essential Duties

| <u>Description</u> | <u>% of Time</u> |
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| <p><i>Ministry Support Responsibilities</i></p> <ul style="list-style-type: none"> • Provides ministry support for Eastview Kids Nursery, Early Childhood, curriculum and resources, guest services, security, and special needs ministries. • Distribute mass communications as needed to parents and/or volunteers of areas supported. • Oversee volunteer management application website including running background checks. • Uses discretion and independent judgment with little or no supervision in the areas of purchasing, quality control, volunteer management, etc. • Support Sunday programming and special events as needed. | 40 |
| <p><i>Administrative Responsibilities</i></p> <ul style="list-style-type: none"> • Performs office or non-manual work related to general business operations. • Oversees purchasing and quality control for staff supported. • Produce materials and resources needed for Eastview Kids ministry programs. • Manage facility reservations and usage. • Monitors the acquisition and usage of administrative supplies and supplies for Eastview Kids Check-in. | 40 |

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| <u><i>Vision and Strategic Development</i></u> <ul style="list-style-type: none"> • Oversee budgeted accounts as assigned. • Manages financial elements including, but not limited to, special events registrations, various store credit card receipts, and financial reports. | 10 |
| <u><i>Leadership Development</i></u> <ul style="list-style-type: none"> • Works with Eastview Kids staff to develop and execute annual leadership appreciation. • Participate in quarterly leadership development for administrative assistants. | 10 |
| <u><i>Miscellaneous</i></u> <ul style="list-style-type: none"> • Other duties as assigned. | |

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| Required Core Competencies |
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- *Written Communication* – writes clearly and succinctly in variety of communication settings
- *Action Oriented* – enjoys working hard, full of energy for challenges, seizes opportunities
- *Approachability* – easy to approach and talk to, puts others at ease, pleasant and gracious
- *Priority Setting* – spends time on what’s important, quickly zeros in on critical few, eliminates roadblocks
- *Learning on the Fly* – experiments and tries new solutions, enjoys challenge of unfamiliar task
- *Time Management* – values time, uses effectively, concentrates efforts on important priorities

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| Required Qualifications |
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Experience

- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams, and Publisher) and Adobe products
- Ability to operate laminator, copiers, and laser cutter
- Excellent interpersonal communication skills to work well with other departments

Education

- High school diploma

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| Preferred Qualifications |
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Experience

- Knowledgeable in web-based software such as with church database, PO database, room reservations database, budget/receipt applications, project management software, and volunteer scheduling software.

Education

- Bachelor’s degree

Physical Demands

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|--------------------------|---|-------------------------|---|
| Stand: | O | Hearing/Listening | C |
| Sit: | C | Carry/lift 0-10 lbs | F |
| Walk: | O | Carry/lift 11-20 lbs | O |
| Run: | N | Carry/lift 21-50 lbs | N |
| Reach Outward: | C | Carry/lift 51 - 100 lbs | N |
| Reach Above Shoulder: | O | Carry/lift 100+ lbs | N |
| Climb (stairs/ladders): | O | Push/Pull 0-12 lbs | O |
| Crawl: | N | Push/Pull 13-25 lbs | N |
| Stoop, kneel, or crouch: | O | Push/Pull 26-40lbs | N |
| Bend: | F | Push/Pull 41-100 lbs | N |
| Talk: | C | | |

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Work Environment

100% working indoors in a quiet atmosphere and environmentally controlled conditions with expected long hours in front of a computer screen. Sedentary physical activity performing non-strenuous daily activities of an administrative nature. Manual dexterity sufficient to reach/handle items and work with the fingers. Overtime requirements as needed for special projects.