



Eastview Kids Administrative Assistant

Position Scope: Part-time; 22 hours per week including special events as needed

Position Status: Non-exempt

Salary: \$15.00-\$16.00 per hour

Reports to: Pastor of 4th and 5th Grades

Department: Eastview Kids

Ministry Vision

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

Ministry Responsibilities

The Eastview Kids Administrative Assistant will provide administrative support for the Eastview Kids team members, supporting multiple children’s ministry areas at the Normal Campus.

Essential Duties

<u>Description</u>	<u>% of Time</u>
<p><u><i>Vision and Strategic Development</i></u></p> <ul style="list-style-type: none"> • Arrange meetings and support on-site and off-site meetings • Oversee budgeted accounts as assigned • Manage financial elements including, but not limited to, special events registrations, various store credit card receipts, and financial reports 	5
<p><u><i>Leadership Development</i></u></p> <ul style="list-style-type: none"> • Department liaison for volunteer assimilation; attend monthly meetings and communicate additions to team • Participate in quarterly leadership development for administrative assistants 	5
<p><u><i>Ministry Support Responsibilities</i></u></p> <ul style="list-style-type: none"> • Provide ministry support for Eastview Kids staff, including some of the following ministry age groups: Pre-K – 1st grade, 2nd -3rd grade, and 4th-5th grade, etc. • Distribute mass communications as needed to parents and/or volunteers of areas supported • Oversee volunteer management application website • Support Sunday programming as needed • Support and participate in with special events as needed 	45

<ul style="list-style-type: none"> • Use discretion and independent judgement with little or no supervision in the areas of purchasing, quality control, volunteer management, room reservations, etc. 	
<u>Administrative Responsibilities</u> <ul style="list-style-type: none"> • Perform office or non-manual work related to general business operations • Oversee purchasing and quality control for staff supported • Produce materials and resources needed for Eastview Kids ministry programs • Manage facility reservations and usage • Monitor the acquisition and usage of administrative supplies • Proofread materials and communications 	45
<u>Miscellaneous</u> <ul style="list-style-type: none"> • Other duties as assigned. 	

Required Core Competencies

- *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

Required Qualifications

Skills

- 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
- Strong organizational and proofreading skills

Preferred Qualifications

Skills

- Knowledgeable in web-based software such as with church database, PO database, room reservations database, budget/receipt applications, project management software, graphic design and volunteer scheduling software
- Familiarity with Eastview Kids ministry

Physical Demands

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.

Benefits

- Paid Time Off: holidays, vacation, sick, and service days (camp or mission trip sponsored by Eastview)
- Discounts in Café 19 and Health Club
- 403(b) Retirement Plan
- Maternity and Paternity Leave
- Staff Milestone Program
- Tuition Assistance Program