

# Ascension Lutheran Church

## Position Description

Updated August 2022

**Position Title:** Children, Youth, and Family Administrative Assistant

**Reports To:** Children, Youth, and Family Pastor

### Summary

This is a part-time, 10-15 hour per week position providing primarily administrative support to Children, Youth, and Family ministries. The position requires an active faith life, and excellent office, organizational, and people skills.

### Responsibilities

- ❑ Provide administrative support for: Confirmation, Sunday School, Kids in Christ, milestones, and other Children, Youth, and Family (CYF) ministries by advertising, sending emails, and making calls as directed.
- ❑ Manage the church's database of Safe Church certified volunteers, and initiate the Safe Church process for new volunteers.
- ❑ Provide significant administrative assistance to Vacation Bible School, including assisting in recruiting volunteers.
- ❑ Coordinate children's worship bags and worship bulletins.
- ❑ Prepare any materials or supplies needed for Sunday School.

### Qualifications

- ❑ 2-5 years administrative experience preferred
- ❑ Strong administrative, interpersonal, and communication skills.
- ❑ Ability to receive and adapt to feedback; teachable.
- ❑ Excellent organizational and time management skills.
- ❑ Shows initiative as well as follow-through.
- ❑ Ability to work independently; team player who will work toward our common goal.
- ❑ Active, demonstrated faith.
- ❑ Ability to make excellent flyers.
- ❑ Ability to operate personal computer and software programs.

### Work Environment

The Administrative Children, Youth, and Family Assistant will often work in a typical office environment, utilizing a personal computer and normal office equipment to perform the necessary job duties.

### Ascension's Philosophy of Children, Youth, and Family Ministries

The CYF Pastor's vision for ministry is fundamentally collaborative and team-based. The vision has a few key principles, including: equipping families to do faith together, worship, practicing faith, making the church a safe place, and developing significant intergenerational relationships.

### To Apply

Please email your resume to [pastorjulie@alcto.org](mailto:pastorjulie@alcto.org).