

RC KIDS ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Job Title:	RC Kids Administrative Assistant
Status:	32-40 hours
Supervisor Title:	Director of RC Kids
Date Prepared/Revised:	June 2024

The RC Kids Administrative Assistant is responsible for assisting the RC Kids team in the execution of ministry so they can create extraordinary experiences that partner with parents and help kids become fully engaged followers of Christ.

Competencies:

- Highly organized and detail oriented
- Familiar with computer organization software
- Ability to lead volunteer teams
- Ability to handle stress and have difficult conversations
- Aptitude to prepare and manage multiple tasks simultaneously
- Strong written communication skills

Administrative Assistant Responsibilities:

- Administers the administration of the RC Kids program by supporting the RC Kids staff team
- Leads the communication strategy for RC Kids to volunteers and families
- Strategizes and oversees all social media postings including Facebook and Instagram
- Oversees and orders all branding supplies for the RC Kids ministry
- Leads, trains, supports, and appreciates the RC Kids Welcome Team volunteers
- Communicates regularly with volunteers and team leaders
- Offers regular feedback to volunteers regarding wins and missed opportunities
- Tracks and participates in volunteer recruitment, onboarding, and retention
- Assists with baptism supplies and communication
- Provides connection and follow up with new families and new babies
- Maintains the electronic check-in system and all welcome team areas
- Assigns current and new families to the electronic check-in system and makes changes as necessary
- Creates and monitors all RC Kids registrations
- Assists with all RC Kids events and projects as assigned
- Manages the RC Kids email and parent communication
- Maintains and purchases office supplies including the copier
- Attends weekly meetings with the RC Kids team, the Rivers Crossing staff, and direct supervisor

Direct Reports: None

Key Strengths:

- Adaptability, Analytical, Communication, Consistency, Responsibility

Personal Responsibilities

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Give at least 10% of your income to the vision of Rivers Crossing.
- Be loyal to the vision and staff of Rivers Crossing and always protect the unity of the church.
- Invest and invite your 8 to 15 to know Jesus and come to Rivers Crossing.