



**Position Title:** Administrative Assistant to Christian Formation

**Position:** Exempt, 40 hours per week, may require some weekend and evening work.

**Primary Function:** To support and assist the Christian Formation ministry unit. The Administrative Assistant to Christian Formation reports to the Associate Pastor.

**Essential Functions:**

- Assist the Associate Pastor with implementation, registration, and providing resources for adult ministry programs.
  - Support Sunday school classes, Weekday Studies groups (Tuesday Men's Breakfast and Bible Study, Wednesday Morning Studies, Thursday Morning Bible Study), Advent devotional, Lenten Lectionary Small groups, Presbyterian Women Hope Circle, other educational offerings (workshops), and special projects.
  - Support Presbyterian Women (directory, special events, communication support requests)
- Assist the Director of Young Adult Ministry
  - Coordinate event sign-ups
  - Manage YA email list
  - Manage YA lists in Realm database
- Assist the Director of Youth Ministry with youth ministry programs.
  - Coordinate regular youth mailings and special programs
  - Manage background check process
  - Manage volunteer scheduling
  - Manage grade-level lists
- Assist the Director of Children's Ministry with children's ministry programs.
  - Manage background check process
  - Organize and maintain supply closet
  - Assist with special programs and events as needed
- Maintain Sunday school attendance records.
- Perform other duties, as requested.

**Minimum Requirements:**

- Love of people
- Follow through on administrative work without supervision
- Self-starter and use independent judgment
- Maintain confidentiality
- Function as part of a ministry team with a wide variety of people
- Manage multiple tasks, some of which arise unexpectedly
- Prioritize tasks in order to work effectively with multiple ministries
- Proven administrative or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multitask and prioritize work

- College degree preferred
- Solid task orientation and organizational skills.
- Ability to maintain confidentiality.
- Computer Proficiency in Word, Excel, Publisher, PowerPoint, Constant Contact, and WordPress.
- Writing and editing ability, possess proficiency in grammar, usage, and style.
- Must be able to communicate clearly both verbally and in writing with members, staff, and the public.
- Requires the ability to operate general office equipment such as a personal computer and telephone.
- Requires some lifting and carrying objects, such as office supplies, weighing up to 15lbs.

All employees must be able to pass a criminal background check. Applicants should provide at least three references.

Minimum Starting Salary: \$36,000

To apply: Please send a cover letter and resume to [jobs@idlewildchurch.org](mailto:jobs@idlewildchurch.org)