



Position Title:	Education Ministry Assistant – Children's
Department:	Administration
Position:	Administrative Assistant (up to 20 hours)
Reports To:	Minister of Children

Position Purpose:	This role is responsible for supporting and serving the Education Department, Children's Ministry and staff of First Baptist Church Allen.
Knowledge, Skills, Abilities & Gifts:	<ul style="list-style-type: none"> • Proficient in MS Office Programs: Word, PowerPoint, Excel • Computer / Technology proficient (i.e. database & web experience) • Effective organizational, communication, and interpersonal skills • Ever conscious of the need for confidentiality • Understanding of a team ministry concept • Servant's heart - willingly perform tasks to help the bigger team • Good steward of church resources
Responsibilities:	<ul style="list-style-type: none"> • Develop and maintain a calendar of events for the Children's Ministry utilizing church systems and tools (ServiceU, Outlook, scheduling forms, etc.) • Coordinate children's events including: promotional mailings, registration, collection of fees, scheduling CDL drivers, and tracking (retreats, missions events, mini-camps, Vacation Bible School, etc.) • Update, print, sort and distribute necessary curriculum for all children's activities (BFG, RAs, GAs & Bible Drill) • Receive Children's Ministry phone calls, letters, and emails and forward as needed • Proof content for all Children's communications including (but not limited to): bulletin, website, Children Minister's weekly teacher emails, etc. • Assist with the preparation and distribution of "The Scoop" weekly newsletter • Contact Children's volunteers & greeters as needed; monitor status of background checks • Support Minister of Children as needed • Backup for Education Administrative Assistants when needed • Assist with recruiting and scheduling substitute volunteers • Help with Vacation Bible School tasks throughout the year • Buy supplies for Children's Ministry events throughout the year; assist with set up for events