



An opportunity to experience grace, grow in faith, and make an impact – for where you are.

TITLE OF THE POSITION: Administrative Assistant for Chapelstreet Kids
REPORTS TO: Director of Chapelstreet Kids
ROLE TYPE: Part-Time
HOURLY EXPECTATION: 20 hours a week

General Description

The Administrative Assistant will provide administrative support for the Kids Department and Masterpiece Ministries. Duties will primarily focus on administrative and database support while assisting with Masterpiece Ministries and Chapelstreet Kids programming as needed. While serving as part of the Chapelstreet Kids team, this role will also interface closely with the Director of Masterpiece and their teams. This is a part-time position and may involve other duties as assigned.

Key Responsibilities

Responsibilities include but are not limited to:

- Ensuring that supplies for programming are prepared, ready for use and dispersed
- Assists with CCB matching and room placement for ongoing events
- Parent communication via CCB as directed by Director of Kids and Director of Masterpiece
- Providing administrative support for Buddy Break and Masterpiece Moms, including parent communication, assisting with volunteer scheduling, and buddy assignment.
- Assisting in Chapelstreet Kids events, including evening and weekend support, as requested
- Attends Chapelstreet Kids Staff Meetings
- Performing other administrative tasks as required or requested by Kids Staff
- Supports all church events, as requested
- The work schedule will vary due to programming demands but is expected to average 20 hours per week over the course of the ministry year.

Administrative Assistant for Chapelstreet Kids Abilities & Attributes

- Abiding personal relationship with Jesus Christ
- Embracing the Chapelstreet Church's Statement of Faith and ministry vision
- Experience with children's programs and familiarity with the requirements for proper care and protection of children, particularly in a church setting
- Strong initiative and ability to work with minimal oversight

- Solid communication skills, both verbal and written
- Strong administration skills including the ability to stay organized, be prepared each week, recognize and address details required to execute activities in multiple rooms
- Ability to enhance positive team environment built on creativity, innovation, communication, collaboration, and continuous improvement
- Highly relational and capable of working positively with ministry leaders, volunteers, and parents
- Dedicated to becoming an active member of Chapelstreet Church

*As Chapelstreet Staff, we believe in the staff core values of:
Go to the Park * One Team * Trust the Net * Build Your Bench * Cover All the Bases*

KBE 10/2023