**JOB DESCRIPTION**

**Preschool Ministry Administrative Assistant**

**First Baptist Church Spartanburg**

Department: Education

Reports to: Preschool Minister

Job Status: Full-Time

Effective Date: Immediately

**SUMMARY**

The Preschool Administrative Assistant is a key member of the ministry team. The contribution of organized, efficient and knowledgeable support helps the ministry as a whole run more efficiently. This individual needs to have a love for preschoolers and a drive to pour into their lives as well as their families!

**PRIMARY JOB RESPONSIBILITIES** – may include but are not limited to the following:

* Record attendance in database and keep all information updated
* Create and maintain accurate information on all Leadership groups
* Spearhead all information as it relates to onboarding volunteers
* Account weekly for receipts on church credit card
* Calendar management of event space, set up needs, etc.
* Oversee communications with expectant parents and schedule participation in Parent Child Dedication
* Order office supplies, curriculum and other supplies that support ongoing ministries and special events
* Liaison with media/communications departments for advertising needs
* Have knowledge of Publisher (or Canva, or like program) for development of graphic pieces; ie. posters, flyers and mailers for ministry events and programs
* Manage social media alongside the Preschool Minister (Instagram, Facebook)
* Continually review Preschool Ministry policies and procedures and work with the entire team to implement improvements
* Be able to multi-task
* Be able to think ahead and be a team member that engages in strategy and planning

**OTHER RESPONSIBILITIES** – may include but are not limited to the following:

* Be a Christian believer who has a growing faith walk with Jesus
* Maintain personal integrity and evidence of ongoing spiritual growth
* Seek always to learn, adapt, grow and develop
* Communicate with team members and volunteers as needed
* Demonstrate wisdom and ability to maintain sensitive and confidential church info
* Maintain a positive attitude and poise under pressure
* Assist in other projects and events as needed
* Demonstrate an overall desire to embrace and own this position
* Possess excellent verbal communication and people skills
* Show continuous improvement mindset and ability to be a self-starter