

# Administrative Coordinator

## for Children & Family Ministry



### Job Overview

**Job Title:** Administrative Coordinator

**Department:** Children & Family Ministry

**Reports To:** Director of Children & Family Ministry

**FLSA Status/Exemption:** Non Exempt

### Mission of the Position

The CFM Coordinator provides administrative support to CFM director, CFM staff and FPC staff as needed. Serve as a visionary for the ministry- welcoming new ideas, groups, ways and programs all in the effort to teach the children about the love of God while ensuring alignment with the vision and purpose of the church.

### Essential Duties

1. Maintain all communications to CFM families through weekly emails, grade level emails, and shared calendar, etc.
2. Submit room reservations, master calendar additions, communication requests and registrations for Sunday mornings and Tuesday Bible Studies
3. Create rosters and track attendance for Sunday mornings; add new families into Touchpoint and provide TP support as needed to CFM staff (or families on Sundays)
4. Create an avenue for volunteers to sign-up for Sunday mornings and needed events; ensure teaching coverage in all classrooms each Sunday morning
5. Maintain information regarding volunteer compliance with CFM and FPC policy (background checks, training, etc.)
6. Communicate with Presbyterian School families via their weekly emails and Friday folders
7. Maintain office supply stock and order as needed
8. Monitor CFM webpage and FPC website for updates and accuracy
9. Attend all staff meetings. Take notes as needed and send to appropriate team members (ex: take CFM meeting minutes and send to CFM team members)
10. Become familiar with all FPC electronic tools
11. Plan all logistics for VBS Mission Camp (delegate to and train lay-leaders)
12. Work directly with the Director on supportive tasks
13. Able to teach; other duties as assigned

## Competencies

### Education:

- High School Diploma or equivalent

### Certifications & Licenses:

- No certifications or licenses are required for the successful completion of the duties and responsibilities of this role.

### Experience:

- Experience in a non-profit organization or church environment is preferred.

### Talents:

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|------------------|---------------------|-----------------------|
| • Professional   | • Organized         | • Attention to Detail |
| • Maturity       | • Computer Savvy    | • Organization        |
| • Responsibility | • Interpersonal     | • Integrity           |
| • Communication  | • Communication     | • Judgment            |
| • Flexibility    | • Collaboration and | • Teamwork            |
| • Intelligence   | • Partnership       | • Quality             |
| • Energetic      | • Manages Change    | • Accountability      |
|                  | • Problem Solving   |                       |

## Employee Acknowledgement

My signature below acknowledges that I have received, read, and understand this job description and that I am expected to consistently demonstrate the primary job duties, additional responsibilities, and core competencies of the position with or without reasonable accommodation. Furthermore, I acknowledge that I may be expected to perform additional tasks and projects as assigned, and I agree to perform such tasks and projects, along with the primary duties of my job, in accordance with the performance standards and expectations set forth by the company

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Employee Name (Printed)

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Supervisor Signature

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Employee Signature

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Date

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Date