



## **Mission Statement: Calling the Christian-ish to Become Passionate Servants of Jesus Christ**

**At St. Andrew, we are a community of people seeking to live more like Jesus every day and to learn in deeper ways what it means to follow his teachings, live in community, and serve the world.**

### **Summary**

Under the direct supervision of the Family Ministry Project Manager, the Administrative Assistant provides administrative, communication, and organizational support for the Family Ministry team. This position ensures smooth daily operations by managing scheduling, communication, and data systems, supporting event registration, and welcoming new families into the ministry. By handling these details with excellence, the Administrative Assistant allows ministry staff to focus on discipleship, leadership, and relationship-building.

### **Essential Functions**

- Manage the Family Ministry calendar, schedule meetings, and coordinate logistics
- Collaborate with program ministers to manage new family communication, including welcome emails, follow-ups, and touchpoints
- Maintain rooms, music, TVs, and iPad for Sunday attendance (and other attendance events)
- Post, retrieve, and sort mail for department
- Regular Events –
  - Purchase all weekly food and supply needs for programming
- Special Events (camps, retreats, conferences, and other trips and events.) duties include:
  - Work with venues and locations for pricing quotes and available dates as well as coordinate signing of contracts, delivery of deposits, etc.
  - Organize transportation (such as reserving buses and vans)
  - Communicate with parents regarding event registrations, completion of forms, etc.
  - Collect and organize forms needed for each trip and event (waivers, medical authorizations, codes of conduct, etc.)
  - Schedule notaries for trip meetings
  - Set up and manage check-ins for each trip including coordinating volunteers and reserving rooms
  - Ordering, tracking and sorting of supplies
- Complete event reconciliations for each Family Ministry event.

### **Competencies**

- Strong organizational and administrative skills with high attention to detail.
- Professional communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite, Teams, Outlook, and Ministry Platform (or willingness to learn).
- Ability to anticipate needs, prioritize tasks, and meet deadlines.
- Commitment to confidentiality, discretion, and ministry values.
- Current notary or willingness to become one

## **Supervisory Responsibility**

This position has no direct supervisory responsibilities.

## **Physical Demands**

This role is largely sedentary; however, some filing, event setup, and errands may be required.

## **Position Type and Expected Hours of Work**

This is a non-exempt full-time position at 36.5 hours per week. Office hours will be set at Monday – Thursday 8:30am-5:00pm and Fridays 8:30am-1:00pm with some flexibility. Weekly expectations include consistent presence in staff meetings on campus. Occasional Sunday work is required.

## **Travel**

No travel is expected for this position.

## **Preferred Education and Experience**

- Prior experience in administrative support, preferably in a ministry or nonprofit setting
- Familiarity with church management systems (e.g., Ministry Platform) preferred
- Strong interpersonal skills and ability to represent the ministry with warmth and professionalism

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change at any time with or without notice.

If interested in applying for this position, please submit your resume and statement of faith to

[resume@standrewmethodist.org](mailto:resume@standrewmethodist.org)