

Ministry Assistant – East Campus

20 hours weekly

Job Summary

The VineyardKids Ministry Assistant partners with VineyardKids pastor to carry out the vision of VineyardKids ministry at East campus. Acts as frontline to VineyardKids ministry, caring for children (ages 0-5th grade), volunteers and families while ensuring successful implementation of programming on a weekly basis. Coordinates and manages a wide variety of assigned functions including, but not limited to, recruiting, training, and empowering volunteers for classrooms and special events, assimilation of curriculum and supplies, and supervising weekend service(s), programs and events. General office operations of filing, copying, communications management (e-mailing & U.S postal service), expense processing, meeting planning & support, etc. Additional needs, as required, in communications, project coordination, ministry materials, event planning, etc. Other duties will be assigned as required.

Principle Responsibilities

- Ministry Project and Events
- General Administration
- Facilitate Communication

Core Competencies

Approachable	Informing	Appreciation for kids and youth
Interpersonal Savvy	Functional/Technical Skills	Advocate for families
Spiritual Maturity	Organizational Agility	Ability to differentiate
Self-Awareness	Organizing	Willingness to pastor/counsel
Priority Setting	Perseverance	Accountable team player

Minimum Qualifications, Education and Experience

- Preferred 3 years' experience in working with children
- Knowledge of Microsoft Word and Excel and database use
- Strong writing and editing skills
- Ability to appropriately handle confidential information
- Strong attention to detail
- Ability to handle multiple projects excellently
- Strong stamina and flexibility for week-to-week demands
- Satisfactory background check required for all positions

Physical Requirements

- Reaching, walking, sitting, pushing, pulling, lifting, fingering, talking, hearing, seeing, repetitive motions, light work.