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Position Title:	Woodmen Kids Administrative Assistant
Hours/week:	40+ (Full-time)
Reports To:	Woodmen Kids Senior Director
Classification:	Salaried/non-exempt
Starting Salary:	\$36,000 - \$39,000, depending on experience
Benefits:	Individual medical/dental/vision/life insurance options; eligible to participate in HSA and 403(b); paid vacation/sick time

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This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

**PRIMARY RESPONSIBILITIES:**

1. Supports Woodmen Kids Senior Director and Woodmen Kids team in all manner of office detail
2. Schedules and maintains calendar for Senior Director and Woodmen Kids
3. Assists with recurring Kids Team meetings — edits and prints agenda, takes minutes and communicates action items to team
4. Utilizes church database to schedule and maintain use of rooms and facility set-ups for Woodmen Kids team
5. Manages Woodmen Kids budget (works with Woodmen Kids Sr. Director and Director to forecast, create and track budget, as well as create yearly assumptions; assigns Kids Team staff to budgets)
6. Reconciles Woodmen Kids transactions for Sr. Director and verifies accuracy of Kids team expenses; utilizes financial systems to monitor Woodmen Kids financials month to month
7. Makes weekly in-town and online supply purchases or works with volunteer(s) for procurement
8. Builds online registrations in church database for Kids events and develops plan for registration and check-in for major events (i.e., Kids Camp)
9. Coordinates, edits and sends monthly Kids Newsletter
10. Handles all phone/email inquiries regarding Woodmen Kids events, classes and processes
11. Works with CommArts to create and maintain all Woodmen kids branding, event/class promotion and updates to Woodmen Kids webpages
12. Tracks attendance for Woodmen Kids
13. Creates and maintains yearly Woodmen Kids Calendar
14. Participates in weekly Woodmen Kids Central planning with Kids Sr. Director and Director
15. Other duties as assigned

**SKILL/ABILITY/KNOWLEDGE REQUIREMENTS**

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. 3-5 years office management experience
4. Proficiency in using computer programs (Microsoft Office, Excel, Word, MacOS); a solid knowledge of database systems and general office equipment
5. Excellent organizational and administrative skills
6. Ability to multi-task and work interdepartmentally
7. Desire to support ministry to children and families
8. Ability to lift and carry up to 35 lbs., stand, sit, climb stairs
9. Reliable transportation