



POSITION: Family Ministry Administrator, Jefferson Campus

REPORTS TO: Grace Kids Director

PURPOSE STATEMENT To help people live Jesus-centered lives by supporting kids and student ministries at the Jefferson campus.

EMPLOYMENT STATUS & HOURLY REQUIREMENTS: Part-time - up to 28 hours per week

POSITION RESPONSIBILITIES

- Provide administrative support for weekly tasks related to Grace Kids and Student Ministry (middle through high school).
- Organize supplies, curriculum, and materials for programming.
- Manage tasks as assigned by Grace Kids Ministry Director and Student Ministry Resident.
- Help set up for events and weekly programming.
- Manage communication strategies and projects related to weekly programming and special ministry events.
- Manage process queues for Grace Kids and Student Ministry.
- Help with the followup and coordination of volunteer onboarding.
- Support with the logistics of scheduling and communicating with volunteers.
- Participate in church wide and campus wide staff meetings.

REQUIREMENTS AND QUALIFICATIONS

- Passion for a local church focused on reaching the local community who don't know Jesus.
- Honors and models the staff code values of Hungry, Healthy, and Humble and teaches/coaches others to do the same.
- Loves Jesus, submits to the truth of the Bible, lives with integrity, and strives for Jesus-centered living.
- Commitment to the Code and Statement of Faith of Grace Fellowship through Partnership.
- Capable of communicating effectively and warmly with volunteers and staff.
- Capable of discerning and anticipating potential logistical, operational, and administrative issues before they become problems.
- Strong systems thinker and organization skills.

PERFORMANCE MEASURES

The Student Ministry coordinator is winning when the ministry is fully staffed with excellent and growing volunteer leaders and the Student programming is run with excellence. Winning is measured by attendance, students taking next steps, the discipleship of students, and a healthy Grace culture in the ministry.

- 100% of the administrative responsibilities are filled each week.
- 0% Miss rate on key details for church-wide and campus-specific projects and initiatives.
- The family ministry team is receiving empowering administrative support.