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### Position Summary

The Preschool and Kids Administrative Assistant provides essential administrative and operational support for the Preschool and Kids ministries. This role ensures smooth weekly programming and events by managing systems, communication, volunteer coordination, and family engagement. The position serves as a key point of contact for parents and volunteers, helping create an organized, welcoming, and well-supported environment where kids and families can thrive.

### Position Responsibilities

- **Ministry Support.** Provide general support, coordination, and execution of daily tasks as assigned by the Preschool and Kids Directors. This includes use of Planning Center, Google Suite, Microsoft Office, and Canva.
- **Administrative.** Communicating with volunteers, interns and families regarding current and future events via Planning Center, Mail Chimp or Microsoft Outlook. Managing facility requests through eSpace; ordering and replenishing ministry supplies, and completing other tasks as assigned.
- **Volunteer Coordination and Care.** Scheduling and communicating with church members regarding serving needs in both ministries, as well as coordinating appreciation efforts for our routine volunteers.
- **Event and Program Support.** Tracking and supporting program events as needed, including Preschool Summer Camps, Dad & Daughter Dance, and Sports Camp.

### Position Profile

- **Character:** Has a thriving personal relationship with the Lord and a healthy family life.
- **Experience:** Demonstrates administrative competence, provides relevant experience, and has a heart for care and service.
- **Relational:** Willing to engage fully and faithfully as a member of the church, constructively and helpfully with church staff, and joyfully with the outreach aspects of the role.
- **Cultural:** Aligns with the beliefs, mission, culture, and values of Central.

### Skills and Qualities

- Strong organization and attention to detail, proactively taking initiative to prepare, plan, and follow through.
- Clear and friendly communication (written and verbal).
- Ability to manage multiple tasks and deadlines across both ministries.
- Comfortable with databases and basic tech systems.
- Anticipates needs by looking ahead and identifying priorities.