



Kids Ministry Assistant

- **Position Summary:** The Kids Ministry Assistant will provide administrative, organizational, & creative support to the Pastor of Kids Ministry as they nurture the children of Heritage Baptist Church to understand what God invites them to be and do for their joy in Jesus Christ.
- **Reports to:** Pastor of Kids Ministry
- **Primary Responsibilities:**
 - Manage calendar/daily schedule on behalf of the Pastor of Kids Ministry
 - Facilitate meetings on behalf of the Pastor of Kids Ministry
 - Manage projects for Kids Ministry
 - Collaborate with and assist the Kids Ministry Coordinator regarding ministry logistics
 - Assist in the development of vision, content, direction, and communication strategies for Kids Ministry
 - Create content for Kids Ministry (notes, research, presentations, social media, etc.)
 - Collaborate with other ministry areas regarding event planning & logistics
 - Ensure readiness for the execution of weekly ministry activities by lay leaders, volunteers, and parents
 - Manage communication channels (email, phone, social media, etc.) on behalf of the Pastor of Kids Ministry
 - Manage and organize Kids Ministry supplies and spaces
 - Track and complete all administrative tasks for Kids Ministry
- **Secondary Responsibilities:**
 - None
- **Minimum Qualifications:**
 - A born again believer in Jesus Christ that is proven by a life of holiness and biblical priorities
 - Personal values and characteristics:
 - Demonstrates creativity, adaptability, flexibility, & initiative
 - Demonstrates discernment in anticipating needs of their team
 - Demonstrates passion for the care & discipleship of kids
 - Demonstrates warmth and hospitality, including professionalism in all communication
 - Demonstrates a sensitivity to & awareness of different life stages
 - Demonstrates a sense of ministry ownership
 - Demonstrates leadership qualities
 - Demonstrates a desire & drive to partner in ministry to effect a mission-aligned culture among the kids and Kids Min. volunteers of Heritage
 - Demonstrates a high level of responsibility, loyalty, & confidentiality
 - Models a lifestyle of community/togetherness

- Models collaboration across teams, genders, generations, & ethnicities
 - Models vulnerability & humility
 - Models a lifestyle in alignment with mission
- Education:
 - Associate's degree
- Prior experience:
 - Intermediate to advanced proficiency in Google Suite
 - Adept at learning & excelling in new technologies, software, & systems
- **Preferred Qualifications & Skills:**
 - 1-2 years of lay leadership experience within local church ministry