

CAREERS

at University Presbyterian Church

Title: Administrative Coordinator for Family Ministries	
Department: Family Ministries (FM)	Supervisor Title: Children's Ministry Director
Hours/Week: 24 hours	FLSA Status: hourly, non-exempt
Benefit Eligibility: Part-Time Benefited	Job Class: Exec Assistant II
Schedule: 3 days a week. Ideally: Tues, Wed, Sun, at UPC and some evenings – minimal work at home hours	Location: UPC Main Campus

SUMMARY

The Administrative Coordinator position is a member of the Family Ministries (FM) team and provides administrative support and operational coordination for Family Ministries, which includes Children's Ministry, Middle School Ministry and High School Ministry.

RESPONSIBILITIES

- Works with the Directors of Children's and Youth Ministries to create administrative systems which support the broad range of ministries of FM as they interact with the operational systems of UPC
- Provides administrative support for the Children's, Middle School, and High School Directors
- Manages database needs for Family Ministries including data input, organizing information, reports, and classroom lists
- Coordinates with Database Director on technical needs, such as check-in and registration systems
- Organizes and maintains departmental shared files and resources
- Records departmental meeting notes, reminders for actionable items, and calendars
- Assists directors on departmental newsletters and parent communication
- Works with Communications department on FM projects and promotional needs
- Manages all room reservations and set up needs for FM programs
- Assists in updating monthly budget reports
- Assists Directors in contracting for retreats, youth trips and events, including the creation of budgets, check requests and payments to vendors
- Assists in the coordination of office volunteers and encourages volunteer engagement whenever possible
- Helps create a welcoming office environment and coordinates the purchase of office and program supplies as needed
- Provides support as needed for special events and projects
- Attends department and UPC all-staff meetings and helps create and improve church-wide administrative and operational systems as needed
- Assists in website updates as needed
- Assist in the onboarding of new departmental staff as needed

QUALIFICATIONS

- A growing relationship with Jesus Christ
- An ability to create and maintain "systems" which support the administrative and operational needs of the department
- Demonstrated experience and proficiency in project management

University Presbyterian Church is an Equal Employment Opportunity employer that values staff with a broad cross-cultural perspective. We strive to create an inclusive environment and embrace diversity.



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- A team player who is also a self-starter and able to work independently
- Quick to learn a variety of digital platforms used to manage various database, calendar, financial, communications, event planning, and payroll needs
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Ability to be flexible and adaptable as needed to accomplish goals
- An enthusiasm for Children's, Youth, and Family Ministries
- An attentiveness to detail in achieving a larger goal
- Has read and understood the Essential Tenants of our faith and has agreed to support them in the work they do at UPC

SPECIAL/OTHER

This position may require some travel and a flexible schedule to respond to ministry needs.