

Position Title: Global Administrative Assistant

Employment Status: Non-exempt
Time Requirements: Part-time (25 hours per week)
Reports to: Director of Children's Ministry
Category: Family Ministry
Last Updated: July, 2015

Job Summary

The Global Administrative Assistant is responsible for supporting the global ministries of fpKIDS. This position requires an individual to possess strong administrative skills in areas such as Microsoft Word, Excel, Google Docs & other relevant applications. The ideal candidate has proven leadership and team building skills as it relates to peer-to-peer and volunteer relationships.

Primary Responsibilities

Responsibilities may include but not be limited to the following items:

- Provides administrative support in areas such as:
 - Children's Pastor Calendar/Schedule Management
 - fpKIDS Global Ministry Calendar & Resource Management
 - Volunteer Background Checks
- Responsible for leading volunteers to accomplish the "behind the scenes" function of Milestone Events and Special Events Prep
 - Registration Processing
 - Resource Requisitioning
 - Room Set Up/Break Down
- Manage all global communication pieces & processes such as Attendance Reports, Campus Policy & Procedures Manuals, etc
- Manage global FellowshipOne needs as it relates to Children's Ministry
 - Special Event Weblink Set Up (i.e. Summer Camp, Child Dedications, Baptism Class)
 - Annual promotion
- Perform all other duties assigned

For more information or to submit your resume, email Gina McClain at ginam@faithpromise.org

