



Administrative Assistant, Education Job Description

Summary: Supports all activities of the Education Team, specifically the Associate Pastor, Education, the Associate Pastor, Students, and the Minister, Kids & Women.

Principal Responsibilities:

1. Performs all administrative tasks to support the ministers.
2. Supports all age classes by updating, printing, and processing rosters; processing new enrollment and transfer forms. Replenishes needed supplies. Provides promotional materials for class events per their request. Orders and distributes literature. Schedules room needs in eSpace.
3. Completes all communications requests with information regarding announcements and upcoming events for all associated ministries.
4. Sets up all registrations and processes payments for all associated ministry events.
5. Arranges all logistics for leadership meetings, including ordering food and directing decoration when required.
6. Supports RightNow Media and online training platforms.
7. Maintains attendance records by reconciling attendance rolls and performs new enrollment and classroom transfers.
8. Receives and fulfills Coordinator job assignments (labels, lists, mailers, etc.); orders supplies to replenish the resource room.
9. Orders literature; distributes upon arrival on a quarterly basis.
10. Serves in a rotation with other staff to receive in-office phone calls.
11. Performs special projects and other such duties as required.

Reporting Assignment: Reports to Associate Pastor, Education the Associate Pastor, Students, and the Minister, Kids & Women

Classification: Regular Full-Time Hourly Employee; Non-Exempt