

# Emerging Generations Administrator

## Role Description:

Work closely with our Emerging Generations Pastor by providing administrative support to both our Children's and Youth Ministries. This position is 20 hours per week with a possibility to expand the role for additional administrative support in other ministry areas. A hybrid approach to both in-person and remote work is possible.

## Things you'll do:

- **Coordinate Sunday morning KidsQuest Program**
  - Use Planning Center to coordinate schedules for all volunteers
  - Ensure teachers have the supplies they need
  - Communicate regularly with classroom teachers and helpers as well as parents
  - Be available on-site most Sunday mornings to assist as needed
  
- **Provide administrative support for Children's Ministry**
  - Liaise with St. John's Nursery School and Trillium Lutheran Church regarding shared spaces
  - Provide administrative and logistical support to Children's Ministry events and initiatives (i.e. VBS, family events, parents' workshops, etc.)
  - Work with Emerging Generations Staff Pastor to manage budget
  - Manage general communication to families about Children's Ministry
  
- **Provide administrative support for Youth Ministry**
  - Manage all consent and contact forms
  - Manage bookings and logistics for special events (i.e. Fall Retreat, Winter Retreat, Spring Retreat, March Break Service Trip, Summer Camping Trip, Leaders' Training)
  - Work with Emerging Generations Staff Pastor to manage budget
  - Manage Elevation Youth social media accounts
  - Work with Emerging Generations Pastor on weekly communication to youth and parents

- **Coordinate Plan-To-Protect**

- Process new volunteer applications, complete screening, and ensure that training takes place
- Keep volunteer records up to date
- Work with Emerging Generations Staff Pastor to coordinate yearly Plan to Protect training for existing volunteers
- Work with Emerging Generations Staff Pastor to ensure that all policies and procedures are adhered to

### Remuneration:

A salary based on hours per week, paid by-weekly.

### Benefits & Holidays:

- This part-time position does not include employee benefits.
- A starting amount of 2 weeks of vacation annually.
- A modest expense account for meetings and resources will be available

### What we're looking for in a candidate:

- Organized and detail-oriented
- Proven verbal and written communication skills on various platforms
- Someone who can support the mission and values of Elevation Church
- A team player who values Children and Youth Ministry

### Process

Please read the "[About Us](#)" section of Elevation's website to learn more about our Core Beliefs, Key Values and Affiliation.

Forward resumes to [hr@elevationwaterloo.org](mailto:hr@elevationwaterloo.org). Applicants selected for an interview will be contacted to set up a time.