



St. George's
Episcopal
Church

**Children, Youth, and Families
Ministries Assistant
Staff Job Description**

Position Title: Children, Youth, and Families Ministries Assistant (CYFMA)

Position Classification: Part-Time (10 hours per week)

Benefits: As outlined in St. George's Employee Handbook

Supervision: Works under the general supervision of the Associate Rector. The Children, Youth, and Family Ministries Assistant (CYFMA) works at the pleasure of the Rector, who may from time to time assign other duties.

Work Schedule: Maximum of 10 hours per week with some hours on Sundays. Schedule is flexible in consultation with Associate Rector. Some onsite work during office hours is expected.

Duties: The Children, Youth, and Family Ministries Assistant's primary objective is to provide administrative support to the CYF ministries of St. George's Episcopal Church which are led by the Associate Rector and Associate Priest. The CYFMA is responsible for specific tasks in the following areas:

1. Administrative support
2. Communications
3. Data management

Qualifications and Skills:

- High school diploma or equivalent education required
- Excellent organizational skills
- Excellent teamwork and people skills
- Superior written and oral communications skills
- Knowledge of appropriate software including Microsoft Word, Excel, and Outlook
- Experience with communications platforms (e.g., Constant Contact, Remind) preferred
- Social media proficiency is a plus (Facebook, Instagram)
- SharePoint experience is a plus
- Interest in and enthusiasm for children and youth ministry
- Experience working – or volunteering – with children and youth
- Familiarity with St. George's culture and families preferred

Administrative Support Related Responsibilities: 60%

- Provide administrative support for Youth Ministries to Associate Rector and for Children's Ministry to Associate Priest
- Manage formation registration

- Track and manage registrations, sign-ups, and payments for CYF events
- Coordinate catering for CYF events and for weekly Youth Group
- Reserve building space and coordinate space usage needs for CYF events and formation
- Coordinate classroom space set up and clean up on Sundays among volunteers and staff
- Facilitate access to formation spaces on Sundays for volunteers, children, and youth
- Coordinate logistics for and assist with planning special events
- Coordinate logistics for youth trips, such as: registration, transportation and housing reservations, overseeing payments, scholarship applications
- Serve as point of contact for children's formation needs on Sundays when Associate Priest is not present
- Provide abundant welcome to all children, youth, and families – be it in-person, on the telephone, or online

Communications Related Job Responsibilities: 30%

- Send text message reminders to families and volunteers
- Notify families of events, volunteer opportunities, and trainings via Constant Contact and Facebook Groups
- Coordinate with Parish Communications Team to publicize events and trainings with the parish via bulletin announcements and parish e-newsletter
- Coordinate with webmaster to ensure children and youth formation webpages are accurate and up-to-date

Data Management Related Responsibilities: 10%

- Maintain rosters and contact information for children, youth, and teachers
- Maintain allergy information (especially food) for children and youth
- Track Safe Church Training requirements and works with volunteers to complete necessary online training

To apply for this position, please email a resume and cover letter to: apply@stgeorgesepiscopal.net