

Shine Ministry Administrative Assistant Job Description:



POSITION SUMMARY:

The Shine Administrative Assistant will have a heart to serve, grow in their faith and attend BRC on Sunday mornings. Will communicate with Shine families, volunteers, BRC staff, etc. through various modes of communication to ensure thorough communication. This person will report to Coordinator and/or Assistant Coordinator of the Shine ministry to discuss the below but not limited to Administrative responsibilities throughout fiscal year.

ESSENTIAL RESPONSIBILITIES:

- Receive notification of new volunteer and add to Pathway
- Schedule time for new volunteer to meet with Coordinator and observe on Sunday morning
- Take picture of new volunteer for badge and submit to Serving team
- Add new volunteer to Shine Sunday Morning Buddies, Shine Weekday Buddies and Shine Volunteer Master List
- Support new volunteer until they are acclimated to Shine
- Set up volunteer schedule on Realm
- Communicate with Shine families, volunteers, BRC staff
- Collaborate weekly with Coordinator and Coordinator Assistant

FAMILIES:

- Receive new intake forms
- Be sure Shine families are on Realm, if not, send a welcome email asking them to join
- As needed, contact new family and assist them through the Realm process until they are acclimated
- Once they are on Realm, add them to Shine Parents
- Keep them up to date on events throughout the year

EXPENSES / BUDGET:

- Submit expenses for items used within Shine (i.e .Babysitting, food, material, etc.)
- Work business office on Budget making sure we stay within budget

MISC:

- Submit room reservations and set up
- Create flyers, postcard, Ministry forms, etc.
- Update Shine Sunday morning buddies, Weeknight buddies, Childcare and future job descriptions
- Order supplies for Shine under the direction of the Coordinator

ATTEND MEETINGS/TRAINING (may or may not include):

- Staff meetings at BRC or follow up with Jeremy or Josh on items discussed
- Assist in Bible/support groups (seasonal)
- Assist in meetings with Volunteers
- Assist in training via zoom/in person/pre-recorded
- Attend Shine family functions

SUNDAY MORNINGS:

- Be present 2 Sunday's each month to remain connected with families and volunteers
- Flexibility for other days on an as-needed basis when short handed
- Updated intake forms are available
- Gather information (bible lesson, special interaction with a family, etc.) for monthly Shine News letter

ADDITIONAL RESPONSIBILITIES:

- Become a student of special needs (diagnosis, language, innovative ideas, etc.)
- As needed communicate with local churches interested in starting a special needs ministry who want our input and forms

FUNCTIONAL PREREQUISITES FOR THE JOB:

- Shall have excellent organizational skills and attention to detail
- Self-starter and proactive in proposing new ideas for the ministry

PERSONAL CHARACTERISTICS FOR THE JOB:

- Be a team player
- Good Listener

- Communicate with compassion, gentleness and empathy via email, in person, text or realm
- Flexible go with the flow
- Have ability to appropriately handle confidential information
- Have a desire to constantly meet, support and serve others
- Have problem-solving skills

OTHER:

- Ability to public speak in small group settings

EDUCATIONAL REQUIREMENTS:

- H.S. diploma or equivalent

HOURS OF WORK:

- The Shine Ministry Administrative Assistant can work up to 6 hours/week
- If more hours are needed contact Shine Coordinator