

## **Trinity Child Care**

### **Position: Administrative Assistant**

#### Job Summary:

The individual serving as Administrative Assistant is a key part of our child care ministry team functioning as the first-impression face and voice representing Trinity Child Care. Assist and support the Child Care Directors and teachers. Oversee the office to ensure that operations meet standards of excellence to ensure that all children entrusted to us thrive as they learn and develop cognitively, socially, emotionally, and spiritually, as we reflect the character of Christ.

Work shift/schedule: 30 hours/week. 9a-3p, M-F. (Flexibility within the operating hours of 6:30am to 6:00pm, M-F throughout the year preferred.)

#### Qualifications:

- Demonstrates a vibrant and growing relationship with Jesus Christ.
- Two or more years experience in an administrative assistant of office management role.
- Skilled with MS office, word processing, spreadsheets, presentation applications, and highly adaptable to new software and technology, including child care management software.
- social media
- Superior interpersonal skills, including professional written and verbal communications

#### Preferred:

- Associates or Bachelor's degree in business, communications, or education preferred.
- Experience working in a church or ministry environment a plus.
- Experience working with children or in a child care or education setting a plus.

#### Competencies:

- High degree of flexibility and adaptability in an environment of change
- Highly detail oriented and able to manage multiple projects at once
- Strong problem-solving capabilities with the confidence to make administrative and procedural judgments and decisions
- Takes initiative and works with minimal supervision while maintaining accountability with leadership
- High level of integrity and trust for handling confidential and personal information
- Ability to function well in a team environment and shared work space

## Responsibilities:

### Ministry Representative, Communication:

1. Exhibit a friendly, welcoming and consistent presence that represents Christ and Trinity Church and Child Care to children, parents/families, visitors, and staff.
2. Facilitate communication with parents and staff.
3. Answer phones, greet, screen check-in visitors, vendors in accordance with security policies.
4. Check and respond to child care emails.
5. Schedule and give tours to potential clientele.
6. Leverage technology, software applications, to facilitate staff collaboration and communication, i.e. social media.
7. Keep accurate records of calls, email, online, social media inquiries, tours, and follow up.
8. Complete research assignments as requested including acquiring pricing and quotes, and communicating as needed with vendors, schools, etc.

### Office/Building Management:

9. Administer the security and building entry system. Issue keycards.
10. Maintain and organize office and school supplies in front office, staff work room, and complete necessary purchasing within guidelines.
11. Produce and distribute mailings, print projects, newsletters, and other communications.
12. Organize and maintain accurate student files.
13. Organize and maintain accurate employee files.
14. Generate reports as needed.
15. Report facility maintenance needs and track progress through completion.
16. Maintain operation of office and kitchen equipment in good repair including coordinating and scheduling service and maintenance calls with facility and/or IT as appropriate.
17. Dispense all medications and maintain documentation of all medicine and health needs, including allergies.
18. Assist staff with schedules and maintain classroom student: teacher ratios.
19. Follow building and facility manager procedures for opening and closing child care and handle all emergencies such as fire, tornado and bodily injury.
20. Be knowledgeable and assist in meeting FSSA and PTQ health and safety requirements.
21. Adhere to personnel policies and approved by leadership, child care board and LBA.
22. Administer disciplinary procedures as needed for children during absence of director.
23. Assist the Child Care Directors with other tasks as needed.