

## Heartland Church of Sun Prairie



**POSITION:** Heartland Kids Administrative Assistant (Sun Prairie)

**DEPARTMENT:** Heartland Kids

**FLSA STATUS:** Part-Time Hourly, Non-Exempt (15 hours weekly)

**POSITION SUMMARY:** The Heartland Kids Administrative Assistant helps create an organized, welcoming, and well-supported ministry for kids, families, volunteers, and staff. This role provides behind-the-scenes administrative support that allows Heartland Kids to thrive, ensuring systems run smoothly, communication is clear, and volunteers and families feel cared for.

The ideal candidate is organized, dependable, relational, and enjoys serving others by bringing order, follow-through, and attention to detail to a fast-paced ministry environment.

### GENERAL EXPECTATIONS:

- Contribute to Heartland's overall mission to awaken a diverse community to Jesus.
- Commit to pursue full devotion to Jesus Christ in your personal life and faith, ensuring that your faith is not simply a ministry role or career, but a deeply rooted faith in Him.
- Regularly attend weekend services to grow in your own faith.
- Participate in serving opportunities at Heartland.
- Pursue community within the church.
- Understand that as an employee, you are accountable to the Elders.
- Commit to Matthew 18 relational conflict resolution process in all relationships.
- Participate in all staff meetings and staff team functions.

### KEY RESPONSIBILITIES

#### Administrative Support

- Provide administrative support to the Kids Ministry Director and Kids Ministry team.
- Assist with scheduling meetings, maintaining calendars, and coordinating ministry events.
- Prepare and organize materials, supplies, and resources for weekend services and special events.
- Maintain accurate records for volunteers, attendance, background checks, and ministry databases.
- Help manage Planning Center and other Kids Ministry systems.

#### Volunteer Support

- Assist with volunteer onboarding, including collecting paperwork, processing background checks, and preparing training materials.
- Help communicate with volunteers regarding schedules, reminders, and ministry updates.
- Support volunteer appreciation efforts through cards, gifts, celebrations, and recognition opportunities.

## **Family Communication**

- Assist in creating and distributing weekly emails, newsletters, and other communications to families.
- Help welcome and follow up with new families, ensuring they feel connected and informed.
- Maintain current event registrations and respond to general Kids Ministry inquiries.

## **Events & Ministry Support**

- Support the planning and execution of Kids Ministry events such as child dedications, seasonal events, family gatherings, and volunteer trainings.
  - Coordinate event registrations, supplies, and logistics.
  - Assist with preparing classrooms and ministry spaces as needed.
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## **What You'll Do**

- Keep Heartland Kids organized and running smoothly behind the scenes.
- Support volunteers so they feel equipped, appreciated, and informed.
- Help families feel welcomed, connected, and cared for.
- Assist with events that create memorable experiences for kids and parents.
- Partner with the Kids Ministry team to accomplish ministry goals and meet changing needs.

## **What We're Looking For**

- A growing follower of Jesus who loves supporting kids and families.
- Highly organized and detail-oriented.
- Dependable, proactive, and able to manage multiple projects at once.
- Warm, relational, and enjoys helping people.
- Comfortable learning and using ministry software and databases.
- Flexible and willing to jump in wherever needed.
- Strong written and verbal communication skills.
- A team player who enjoys serving behind the scenes to help others succeed.