

Position Title: NextGen Administrative Coordinator

Reports to: Provkids Ministry Directors

Effective Date: February 2019

Time: PT - 25 hrs/week

Position Summary:

Provides administrative coordination to ensure ministry effectiveness. Coordinates administrative functions within the ProvKids Ministry. Assists in communication for all of Next Gen. Oversees Sunday ProvKids registration team, and assists in leader clearances.

Position Responsibilities:

1. General Inquiries and Communications for ProvKids
 - a. Manage the overall Provkids@providencewc.org general email box.
 - b. Send out seasonal NextGen Newsletter
 - i. Communicate ProvKids related events and/or communicate with Communication Team to post on social media and website.
 - c. Update Parenting Wall/Website with curriculum schedule
2. Schedule and communicate with volunteers for Sunday Provkids classrooms.
 - a. Weekly Emails
 - b. Seasonal Scheduling
 - c. Mid-Week Sub Scheduling as needed
 - d. Oversees paperwork and planning for new volunteers.
3. Keep In direct communication with all NextGen Staff and assist with their needs.
4. Provide updates to staff on new babies and inputs them into our directory
5. Oversees all ProvKids Communications
6. General ProvKids Purchasing
 - a. Oversee the purchasing for Sundays, Wednesdays and/or special events.
 - b. Create systems to ensure effective and efficient use of resources.
7. Preps for physical programming and setup as needed
8. Use the Church management system to the fullest possible extent for efficiency and effectiveness of tracking of information for Next Gen
9. Oversees Next Gen volunteer clearances and mandatory child abuse clearance process.
10. Tracks attendance for all NextGen areas (ProvKids, Middle School and High School).
11. Meeting/Special Event Assistance
 - a. Works closely with Directors on ProvKids administration and scheduling including weekly staff meetings and Provkids Leadership meetings (minimum 4x/yr).
 - b. Collaborates to prepare for leaders meetings with evites, agendas and misc. Preparation needs
 - c. Collaborates on special event projects from time to time to provide systems, communication, and support needed.(i.e.- VBS)
12. Meet monthly with Provkids Director for development, support, and performance feedback.
13. Check-in oversight and registration team leader for Sundays and Wednesdays
 - a. Trains new volunteers as needed
 - b. In regular communication with team
 - c. Regularly serving at 1 Sunday service
14. Overseeing/Coordinating birthday cards being sent to ProvKids and MS kids by volunteers

15. Assist in setup and planning for temporary facility changes and when entering our new expanded facility.
16. Work on projects as needed.
17. All other duties as assigned.

Essential Skills and Experience:

High school diploma required. Bachelor's degree and related experience preferred.
Prior experience working with children
Administrative background preferred
A clear testimony and ongoing spiritual growth.
Full agreement with Providence's Doctrinal Summary, Mission, and Vision.
Excellent communication and teamwork skills
Attention to detail and accuracy
Sufficient knowledge and skills working with google docs & excel
A vibrant marriage, if married, and an emotionally healthy lifestyle
Ability to assess structure and improve systems

Desirable Gifts, Qualities, Skills

Spiritual Gifts: Administration, Communication, Service
Compassionate, Relational, Approachable, Flexible, Great with kids and adults.
Passion for Christ and Liberating/Equipping others for Kingdom service