



Hope Christian Preschool Administrative Assistant

Job Description:

The HCPS Administrative Assistant provides administrative support and “anticipatory thinking” for the Director of Hope Kids’. This staff person shall seek to fulfill the mission and vision of Hope Lutheran Church. They must see this position as a ministry to and with the staff of Hope Lutheran Church and to all the people served by Hope.

Our Mission Share the hope of Jesus with a world in need of hope.

Our Vision To see an ever increasing number of people believe in Jesus Christ and faithfully live out the 5G’s of Discipleship.

Accountability:

This staff person will be primarily accountable to the Director of Hope Kids. The Administrative Assistant will be expected to be a team player and a good communicator with all employees, ministry leaders, volunteers, and the various boards and committees of Hope Lutheran Church. This position will also be in regular interface with preschool parents and the children as well as the public, when necessary, and must always portray a professional and welcoming presence.

Desired Gift Mix:

- ◆ Administration
- ◆ Faith
- ◆ Serving

The Administrative Assistant should:

- Have a professed belief with evidence of a relationship with Jesus Christ.
- Subscribe to Hope’s statement of faith.
- Be a regular participant in public worship at Hope.
- Be an active member of Hope or willing to become an active member.

Employment Category:

This is a part-time, non-exempt/hourly position – 25 hours per week. Monday – Friday. Specific hours TBD. Kids Camp hours – if part of this position – are a separate account line through Hope church and not included in the 25 hours.



Qualifications:

- High school diploma or equivalent required.
- Strong skills in MS Office, specifically Excel (including Mail Merge), Publisher, PowerPoint, Access, and Word skills to handle:
 - Correspondence
 - Graphics (using MS Publisher)
 - Canva
 - Photos
 - Mailings/e-mails
 - Posters
 - Invitations
 - ID Badges
- Previous Administrative/Office experience with the ability to demonstrate professional and positive attitude behaviors at all times.
- Must be a self-starter with strong initiative and work ethic.
- Must be able to deal with non-routine matters, such as special projects, with minimal supervision and direction.
- Must be able to demonstrate excellent time management skills.
- Must be capable of managing multiple concurrent priorities.
- Must be able to demonstrate strong communication, reinforcement, and feedback skills
- Must be a team player.

Primary Ministry Responsibilities:

- ◆ Support the mission, vision, and philosophy of ministry of the congregation.
- ◆ Meet regularly with the Director of Hope Kids.
- ◆ Provide coverage for the Preschool Office during PS hours to assist parents, visitors, or Hope Staff as needed.
- ◆ Maintain a professional and welcoming office environment for parents, visitors, and Hope Staff.
- ◆ Provide administrative assistance in all areas of the Preschool and Hope Kids when overlap occurs, such as preschool included in Hope Kids events.
- ◆ Maintain accurate student records in Remind; CCB; and other databases such as Excel and Google Drive.
- ◆ Maintain and provide immunization records of all Preschool students to the NYS Dept. of Health.
- ◆ Maintain confidential information.
- ◆ Communication with families, ministry leaders or Hope staff as needed.
- ◆ Work with ministry leaders to help maintain goals and objectives.
- ◆ Source and order supplies and other required items for the HCPS classrooms and supplies that overlap with Kids Sundays/events.



Secondary Ministry Responsibilities:

As a member of Hope Church, you may receive Call Letters for volunteer opportunities in VBS and/or Kid's Ministry. This Call Letter is to you as a member and is separate hours from paid hours within your position. It is critical that the person in this position has a desire and passion to choose to serve in a volunteer position in Kids' Ministry. Such volunteering can be once a year (VBS, Fall Family Night) or more as the person chooses, and might include other areas that might arise due to 2020.

Physical Requirements/Environmental Conditions:

Work requires sufficient physical strength, agility, endurance, dexterity, and hand-eye-foot coordination to perform all essential duties. Work requires sitting for long periods of time, standing, walking, stooping, kneeling, bending, turning, reaching, balancing, and climbing stairs. Requires physical exertion to manually move, lift, carry, pull, or push objects or materials.

Revision History: September 2023