



## Administrative Assistant Job Description

**Title:** Summit Kids Administrative Assistant

### **EACH MINISTRY OF THE CHURCH INCLUDES A COMMITMENT TO SIX CORE VALUES:**

**Preach Boldly;** proclaiming the truth of God. (Nehemiah 8:8)

**Worship Authentically;** celebrating the person of God passionately and completely. (John 4:24)

**Pray Dependently;** approaching the presence of God fervently and expectantly. (1 John 5:14)

**Witness Courageously;** sharing the gospel of God wisely and respectfully. (1 Peter 3:15)

**Gather Purposefully;** engaging the people of God transparently and hopefully. (Hebrews 10:19-25)

**Plant Strategically;** building the church of God locally and internationally. (Acts 14:21-23)

**Position Objective:** to work with the Directors of Summit Kids to lead and develop life-giving and life-changing children's ministries at Summit Point Church.

### **PERSONAL COMMITMENT TO THE VISION OF SUMMIT POINT CHURCH:**

Our expectation is that all employees will, along with their spouses and children, seek to model the vision of a complete disciple. We expect that all employees and their families will seek to:

- Worship Christ by consistently attending and engaging in our Impact Services.
- Walk with Christ by consistently engaging as a part of an age-appropriate Impact Group experience at Summit Point Church.
- Work for Christ by faithfully serving in the ministries of Summit Point Church, as makes sense based on ages and life situations.
- Witness of Christ by regularly being part of the outreach ministries of Summit Point Church and by personally sharing their faiths with others.
- Be a member of Summit Point Church or be willing to become a member as a part of the hiring process.

### **Spiritual & Character Qualifications:**

The Summit Kids Administrative Assistant should:

- Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him;
- Have a history of moral purity;
- Be a self-starter with drive, passion, and initiative;
- Be teachable and willing to be held accountable;
- Be a team player with a positive attitude;
- Be a member of Summit Point Church or become one within one year of hire.

### **Professional Qualifications or Skills:**

- Enthusiasm for the doctrine, vision, and philosophy of Summit Kids
- Assist in recruiting volunteers and partner in developing leaders
- Proficiency in Microsoft Word, Pages, Excel, and Google Sheets
- Very detail-oriented with the ability to multi-task
- Able to learn database and church management software

**Position Description:**

The responsibilities of Administrative Assistant are to:

- Work closely with the Directors of Summit Kids in managing Early Childhood curriculum and classrooms.
- Prepare and organize weekly curriculum for Sundays and Wednesdays.
- Connect with new families by making 1<sup>st</sup>-time visitor calls.
- Update Fellowship One weekly, giving attendance and adding other information as needed.
- Assist with Special events, such as VBS, Child Dedication, Women's Ministry Child Care, etc.
- Assist Volunteer Coordinator as needed.
- Purchase general supplies as needed.
- Assist in planning and managing events.

**Summary of Qualifications:**

This person must be spiritually mature, have a heart for children, be flexible, and be able to multi-task in the many branches of Summit Kids at Summit Point Church. The Administrative Assistant for Summit Kids will work under the leadership of the Directors of Summit Kids.

This role is an essential ministry function of Summit Point Church, which is necessary for the fulfillment of the Great Commission and the ministry's religious, charitable, and educational purposes as set forth in Article I of the Bylaws.

**Salary and Benefits:**

- This is a full-time hourly position (40 hours).
- A competitive salary commensurate with experience will be provided.

**Serious candidates should send a cover letter and resume to:**

Attn: Steve McGinnis, Business Pastor  
Summit Point Church Peoria  
Summit Kids Admin  
401 Cimmeron Dr. East Peoria, IL 61611  
[smcginnis@summitpoint.org](mailto:smcginnis@summitpoint.org)