



Position Available at Grace Polaris Church

POSITION TITLE

Grace Kids and Women's Ministry Administrative Assistant

WORKING HOURS

Part-Time (25 Hours/week)

DESCRIPTION

The Grace Kids and Women's Ministry Administrative Assistant provides essential administrative and organizational support for both ministries. This role works closely with the Grace Kids Directors and Women's Ministry Director to ensure smooth day-to-day operations while assisting with special events and ministry initiatives.

This position is highly task-oriented yet requires flexibility, initiative, and strong problem-solving skills. The assistant serves as a welcoming presence for families and plays a key role in fostering connection within the Grace Polaris Church community.

RESPONSIBILITIES

- Serve at the ministry front desk by greeting visitors and answering phones.
- Manage purchasing, ordering, and financial recordkeeping.
- Coordinate event logistics and room scheduling.
- Create and maintain forms, registrations, and administrative systems.
- Assist with planning and executing ministry events.
- Send communications on behalf of ministry directors.
- Prepare materials and supplies for Sunday curriculum.
- Support a welcoming, responsive, and caring connection with families and volunteers.
- Collaborate closely with Grace Kids and Women's Ministry leadership teams.

QUALIFICATIONS

- Member of Grace Polaris Church
- Growing personal relationship with Jesus Christ
- Dependable, detail-oriented, able to manage tasks independently
- Strong organizational, administrative, and communication skills
- Previous administrative experience preferred
- Willingness to learn, adapt, and problem solve in a dynamic ministry environment
- Ability to work collaboratively with staff, volunteers, and ministry families