CAREERS

Ministry Support Associate

CHILDHOOD | FULL TIME

This multifaceted role combines creative content editing and development with rigorous administrative oversight to create a seamless, safe, and spiritually nurturing environment for children and families.

RESPONSIBILITIES

Digital Content & Curriculum Management

- Manage Childhood Ministries' digital resource library, preparing and distributing curriculum across all ministry areas—elementary, preschool, worship, special needs, after-school clubs, and special events.
- Strong creative thinking abilities and excellent writing skills to effectively adapt content for multiple age levels.
- Edit materials to ensure alignment with core beliefs and large-scale feasibility, while maintaining organized file systems that provide staff and volunteers with accessible resources.
- The ability to create efficient digital infrastructure while communicating concepts clearly through age-appropriate written materials.

Child Protection

- Responsible for child protection across church-wide ministries, ensuring that volunteers are screened, trained, and equipped for service. Securing and reviewing references, conducting background checks, and maintaining training documentation.
- Develop an understanding of best practices for protecting children, families, and volunteers by attending regular training courses and advocating for opportunities to enhance our efforts.
- Manage the youth volunteer program, overseeing the application process, ensuring compliance with LifeGroup attendance requirements set by the Student Ministry.

Guest & Member Services

- Serves in a key supervisory capacity overseeing the Guest/Member Care Coordinator while ensuring exceptional guest and member experiences throughout the Childhood Ministries department.
- Responsible for developing comprehensive welcome procedures, creating training protocols for welcome desk and security volunteers, and establishing clear service standards in partnership with the First Impressions associate.
- The associate will oversee the scheduling calendar for baptism and salvation decision appointments and follow-ups, while maintaining accurate records of each child's faith journey milestones.
- Other duties as assigned

QUALIFICATIONS

Detail-Oriented

- Demonstrate exceptional organizational abilities,
- Creative problem-solving skills

Organized

- Strong organizational skills
- Ability to handle multiple tasks and projects simultaneously

Communicator

- Strong written and verbal skills
- Ability to work within a team environment and oversee multiple areas of ministry

Experienced

- Technical proficiency and ability to learn and adapt to new and updated systems
- Comfortable with all types of technology
- Background or familiarity with or demonstrated ability to learn:
- Ministry Platform, Check-In Suite, Planning Center Online
- Adobe Creative Suite (Premiere Pro, InDesign, Photoshop, Illustrator)
- Basic office software and digital file management systems