



Administrative Associate to Children's Ministry & Parents Day Out

POSITION DESCRIPTION

This role will manage systems, routines, and calendars to ensure excellent and smooth daily operations for the Children's Ministry and Parent's Day Out.

WEEKLY HOURS

OFFICE HOURS

Monday: 8:15am-3:00pm

Wednesday: 8:15am-3:00pm

Friday: 8:15am-3:00pm

PROGRAMMING HOURS

Tuesday: 8:30am-11:30am

Wednesday: 5:45pm-7:30pm

Sunday (once a month): 8:15am and 6pm

SPECIAL EVENT EXPECTATIONS

In addition to weekly office hours, the Operations Coordinator will be present to support various children's ministry events such as Easter Egg Hunt, VBS, Kid Mission, and advent activities.

PRIMARY RESPONSIBILITIES

ADMINISTRATION

Parent's Day Out

- Manage class rosters and enrollment using the Brightwheel platform. Communicate changes and updates with teachers as needed.
- Ensure records are accurate and updated regularly, including daily reports, parent contact information, and necessary health records.
- Process tuition payments, track accounts, and follow up on late payments.
- Respond promptly to teacher requests and ensure they have the resources required to deliver high-quality instruction.

Church

- Ensure spaces are reserved for programming with setup complete for programming and special events
- Order and maintain supplies to meet ministry needs.
- Support the Children's ministry in ensuring classrooms and materials for Sunday are ready for Sunday school and worship

PLANNING

Parent's Day Out

- Plan and coordinate activities that foster a positive and collaborative teacher culture (i.e. teacher shout-out, teacher spotlight).
- Help in the organization of team-building events, appreciation activities, and celebrations.

Church

- Own the Children's Ministry annual calendar and ensure we are planning all events six weeks in advance.
- Support the leadership team to plan Children's Ministry Team weekly meetings.
- Support event planning by ensuring all materials are accounted for and working with the team in the planning and execution process.
- Own Event Planning process and support to manage our team Asana's. Help in the organization of team-building events, appreciation activities, and celebrations.

COMMUNICATION

Parent's Day Out

- Draft and send weekly update messages to staff and parents, providing important information and reminders.
- Serve as a liaison between parents and teachers, addressing questions or concerns as needed.
- Extend hospitality in communicate with PDO parents and church members
- Support the director in recruitment for nursery workers during special events.

Church

- Support the team by drafting consistent email communication with volunteers and families in the ministry.

HOW TO APPLY

Interested candidates should submit a resume, via email to Sarah Logan-Song, at Sarah.Logansong@2pc.org.

ABOUT SECOND AND MEMPHIS

Founded in 1844, Second Presbyterian Church (EPC) is marked by Reformed theology and committed to retelling the gospel of Jesus Christ to ourselves, our neighbors, and the nations abroad. We aim to reimagine the church and the city according to the Scriptures, asking God to repair what is broken, both in us and around us, by His Spirit. Located in the heart of Memphis at the corner of Poplar and Goodlett, we are uniquely positioned to serve our neighbors of all different ages, ethnicities, and socioeconomic statuses with the good news of Christ. Visit 2pc.org to learn more about our church. To explore the rich and diverse history of Memphis, visit memphistravel.com, choose901.com, and dailymemphian.com.