

Teach Us to Worship Administrative Assistant Job Description

Job Summary

Serve as a primary administrative assistant for the Coordinator of the *Teach Us to Worship* (TUTW) program and the Children's Ministry (CM) Coordinator for PCA Discipleship Ministries (CDM).

Key Duties and Job Responsibilities

- Build database of children's ministry leaders in the PCA and maintain the database to reflect growth and changes over time.
- Monitor TUTW budget and accounts for accurate processing and payment and assist the CDM Business Administrator and TUTW Coordinator with grant compliance and reporting.
- Maintain supply of and distribute TUTW resources as requested by churches.
- Assist TUTW Coordinator with program activities and functions and coordinate training events with CDM's Events Coordinator.
- Assist TUTW Coordinator with curriculum development including editorial work and formatting as needed.
- Maintain ministry websites related to TUTW and CDM's Children's Ministry and assist with communications to churches.

Organizational Relationship

- Reports to the CDM Business Administrator and assigned to be under supervision of the TUTW Coordinator.

Qualifications Desired

- Credible profession of faith and membership in a church committed to the orthodox Christian faith as expressed in one of the reformed confessions (e.g., Westminster, Belgic, Heidelberg, etc.).
- Demonstrated written and verbal communication skills, including web-based resources and social media.
- Demonstrated ability in using office software (e.g., Microsoft Word, Excel, Teams, etc.) Experience using WordPress and Adobe InDesign is preferred.
- Administrative experience and/or related degree.
- Demonstrated ability to work collaboratively in a team-oriented environment.

Time Frame

This position is full-time with benefits package based on CDM personnel policies.

Contact

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