



Family Ministry Admin Assistant

Job description

This position is to support the Dean of Families directly in administrative duties that help further the mission of Valor Preparatory Academy through student and family support

20-24 hrs. Per week

Reports directly to Dean of Families

Department Administrative Assistant: *details + culture-focused* — organizing the department, coordinating events, stewarding traditions, supporting volunteers, and making sure things happen beautifully and consistently.

Administrative Support

- Provide day-to-day administrative support for the Family Ministries department.
- Manage calendars, schedules, registrations, communications, and department correspondence.
- Coordinate meetings, agendas, notes, and follow-up items.
- Maintain department files, documents, databases, and volunteer lists.
- Assist with purchasing, supplies, reimbursements, and basic budget tracking.
- Help coordinate communication with parents, volunteers, and staff.
- Proficient in Google Suites, Canva, and social media platforms
- Design graphics for various Family Ministries events

Traditions & Family Events

- Help coordinate and steward the traditions that shape the culture and community of Valor.
- Maintain an annual calendar of family traditions, celebrations, and recurring events.
- Coordinate the logistics and details behind traditions so they are carried out consistently year after year.

- Work with staff and volunteers to plan meaningful family experiences and celebrations.
- Keep a record of event details, timelines, vendors, supplies, traditions, and lessons learned to ensure continuity from year to year.
- Look for opportunities to strengthen and preserve the unique traditions and culture of the school.

Event Coordination

- Assist with planning and executing Family Ministries events, parent gatherings, celebrations, luncheons, trainings, and community-building opportunities.
- Coordinate logistics such as locations, food, supplies, volunteers, registrations, setup, and cleanup.
- Create timelines and checklists for recurring events.
- Serve as a point person for event details and communication.
- Attends all Family Ministry events

Volunteer Support

- Help recruit, organize, and communicate with parent volunteers.
- Maintain volunteer lists and schedules.
- Provide volunteers with the information and resources they need to serve well.
- Help create a positive and appreciative volunteer experience.

Family Ministries Support

- Assist the Family Ministries leadership team with projects and initiatives.
- Support mentorship, care, connection, and family engagement efforts as needed.
- Help prepare resources, communications, and materials for families.
- Step in to help coordinate special family needs or initiatives when appropriate.

Skills needed

- Excellent communication skills (both written and verbal)
- Strong organizational skills and ability to multitask
- Time management skills and the ability to prioritize tasks
- Positive attitude and willingness to learn new skills

- Discretion and confidentiality in regards to support of students and families
- Proficiency in Google workspace, Canva and social media platforms