



## Job Description | Family Ministry Administrator

### WHO WE ARE

Quest Church is an urban, multiethnic, and multigenerational church in Seattle, striving to be an incarnational presence in a fast-changing, post-Christian culture.

Everyone belongs here regardless of what you look like, where you're from, what you have, how you identify, or whom you love. We boldly celebrate God's creativity, embodied in the rich diversity of human life. As staff members of Quest Church, we strive towards the ministry of justice, liberation, and reconciliation for all people—in our church, throughout our neighborhoods, and around the world. Individually and collectively, we seek to embody the whole Gospel through our five ministry values: the human soul, community, reconciliation, compassion & justice, and global presence. More information can be found at [www.seattlequest.org](http://www.seattlequest.org).

### QUEST'S VISION AND MISSION

**Vision:** To be disciples of Jesus who leave a multiplying impact for the flourishing of our community, our city, and our world.

**Mission:** Love people wholeheartedly. Love God boldly. Make disciples faithfully.

### JOB DESCRIPTION

The Family Ministry Administrator (FMA) will support Quest's mission and vision through maintaining, innovating, and executing systems that help us to more effectively love kids, youth, and families at the Church. The FMA will work with teams and volunteers to help plan, coordinate, and support Family Ministry both on Sunday mornings and for events.

A substantive portion of the role involves handling day-to-day details, scheduling, developing workflows, and behind the scenes planning.

### Core Responsibilities

- Managing the Volunteer Application Process - scheduling 1-1's, trainings, and overseeing the volunteer on-boarding workflow;
- Curriculum Support- Help directors with curriculum printing and organization, digitizing as needed, lesson prep for Sundays, filing and storing content for future use;
- Social Media- support directors with regular scheduling and posting to Instagram and facebook;
- Family Ministry Communications - support Family Ministry Pastor and Directors with weekly and monthly parent and volunteer communications, including monthly e-newsletter production;

- Calendar Support: Manage Family Ministry Calendar and Event Communications with Quest Operations team;
- Special Events: Provide support to Pastor/Directors for any special event planning needs; and,
- Additional Administrative duties may include: copying, expense management, supply purchasing, volunteer scheduling, and directory updates, and general support to Family Ministry classes, groups, and gatherings.

**Skills required:**

- Systems organizer, problem solver, self-initiator, and detail oriented;
- Proficient use of Microsoft Office, Google, Social media platforms, Basecamp, Canva, Planning Center;
- Team player: ability to work in a team setting; and,
- Communication skills: ability to edit and create written content for newsletter, announcements, and event promotion; representing Quest's vision and values through social media and in-person interactions with students, parents, and volunteers

**HOURS, COMPENSATION, AND BENEFITS**

Part time: 20 hrs/wk - Non-exempt,  
Compensation: \$25 hourly, no health benefits  
Flexible schedule with some work from home hours

**ACCOUNTABILITY & COMMUNICATION**

This position reports directly to the Associate Pastor of Family Ministry

**APPLICATION INFORMATION**

Position open until filled. Please email a cover letter, resume, and at least three references to [hr@seattlequest.org](mailto:hr@seattlequest.org).