

## **MOMS MORNING ASSOCIATE**

### **CPC Vision**

At CPC we want to be a people and a church open to how the Gospel moves.

### **Overview**

The Moms Morning Associate provides leadership to Mom's Morning Kids Programming. This person will be successful when the kids of Mom's morning are learning about Jesus and engaging with leaders and CPC in meaningful ways. This position works closely with peers, parents, families, and volunteers in order to accomplish weekly ministry.

### **Primary Responsibilities**

#### **Early Childhood**

- Oversee Mom's Morning Kids Programming
  - Prepare programming for each week
  - Work with the Kids Team to determine curriculum
  - Implement curriculum
  - Train, connect, develop, and encourage volunteers and staff to serve
  - Engage with families
  - Assist in registration process and organizational planning
- Coordinate and communicate with the Mom's Morning leadership regarding volunteers, staffing, and other program needs in order to ensure good partnership of ministry areas
- Create & implement staffing and volunteer plans for Mom's Morning for the year and on a weekly basis
- Coordinate training and leadership as needed; ensure that policies and procedures are being followed by volunteers
- Build and develop relationships with families and partner with them in their spiritual development of their kids

#### **Overall Kids Program**

- Work with the Kids Ministries team to plan and facilitate special events, VBS, other camps, and Kids Christmas throughout the ministry season
- Work together with Director of Kids Ministries to create strategies for parent development and engagement that align with Kids Ministries' goals and curriculum
- Assist in the planning of parent and family initiatives
- Work together with Kids team to facilitate communication efforts with families

### **Other Duties**

- Meet regularly with the Director of Kids Ministries for development, encouragement, feedback, and accountability
- Actively participate in and attend weekly Kids Ministries team meetings
- Attend CPC staff meetings and other staff events/retreats as determined by supervisor



- Participate in various CPC programs, including weekend services, special services for holidays, and other church-wide events
- Other duties as assigned

### **Minimum Requirements**

- Actively pursuing a relationship with Jesus Christ
- Commitment to make CPC your home church and faith community
- Alignment with [CPC mission, values, and statement of faith](#) and [ECO Essential tenets](#)
- A working knowledge of Scripture and an active prayer life
- Ability to engage students in authentic, relational ways
- Experience working with, teaching, and leading students
- Proven track record of recruiting, training, and sustaining a volunteer leadership team
- Understanding of how to maturely and appropriately engage parents and volunteers
- Proactive communicator, collaborative spirit, and team player
- Organizational, detail-oriented, and multi-tasking skills
- Self-starter with a strong work ethic
- Working knowledge of Microsoft Office (Outlook, Excel, Word)
- 2-3 years ministry experience relevant to the role

### **Preferred Requirements**

- BA/BS degree relevant to ministry work
- Experience using and developing curriculum
- Working knowledge of Microsoft Office (Outlook, Excel, Word)

### **Physical Requirements**

- Ability to sit, walk, and/or stand for extended times
- Ability to occasionally lift, carry, and/or move 10-25 pounds
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity

**Position Reporting:** Moms Morning Associate reports to Director of Kids Ministries

**Hours:** This is a part-time (20 hours/week), year-round, and non-exempt. The work week is Monday –Thursday work week, with Wednesday morning programming during the academic year.

**Benefits & Compensation:** This position is eligible for paid time off, 403b retirement plan, tele-health & tele-counseling service. The pay range is \$18.00-\$23.00 per hour. Pay is determined based on a number of factors such as the individual's experience, skillset, education, and role requirements.

**Application Details:** To apply for the position, please contact us via email at [employment@cpcedina.org](mailto:employment@cpcedina.org). Provide a cover letter and include a current resume outlining your experience and relevant qualifications.

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*This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.*