



1. Communicate with families about upcoming events, etc. through emails.
2. Coordinate children's activities for all-church events, such as:
  - i. Be the Church Sunday (10/27)
  - ii. Children's Christmas Pageant (12/15)
3. Maintain accurate attendance records for nursery and children's programming in the Church Community Builder (CCB) database

**PROFESSIONAL QUALIFICATIONS REQUIRED:**

- Background in working with children.

**PERSONAL QUALITIES DESIRED:**

- Outgoing, engaging personality; friendly and approachable by all ages
- Adventurous spirit, willing to try new methods and programs
- Attends to, nurtures and models healthy relationships with Christ, family, staff and community
- A good sense of boundaries and work/play balance
- Self-motivated with strong organizational and time management skills

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Job posting: <https://secondpres.org/jobs>