

JOB TITLE | Worship Arts Administrative Assistant

MINISTRY | Worship Arts

REPORTS TO | Worship Arts Director

STATUS | Full Time | Hourly Position

SUMMARY OF CONTRIBUTION

The Worship Arts Admin will provide administrative support to the Worship Arts Department. This role will be the key point person giving administrative support for Worship and Tech Staff.

RESPONSIBILITIES

- Support for all Worship Arts Planning Center needs
 - Update and input Weekend Services plans
 - Worship Arts support for building access and room reservations
 - Create and update Registrations for Worship Arts events
- Scheduling of appointments, and team meetings
- Primary notes taker for all team meetings
- Process all receipts and invoices
- Supplemental admin support for Next Gen Worship
- Prepare for team meetings and events as directed
- Order meals for special events and specific meetings as directed
- Order and maintain all supplies
- Assist with team communication
- Additional duties as assigned by supervisor
- Weekly schedule to be designed based on primary and secondary responsibilities

SECONDARY RESPONSIBILITIES

Additional responsibilities may be assigned based on skills of the hired candidate. These responsibilities could include volunteer coordination, Pro-Presenter slide preparation or event producing.

REQUIREMENTS

- Strong personal commitment to Jesus Christ
- Experience in administration, coordination, and event planning
- Excellent verbal and written communication skills
- Strength in relationship building
- Strong time management skills
- Strong organizational skills
- Ability to multitask
- Ability to work independently
- Ability to work in both a team and solo environment
- A heart to serve
- Ability to work a flexible schedule (Holidays and Weekends)

EXPERIENCE DESIRED

- Proficient or some experience in Microsoft Products (Office 365)
- Planning Center Online experience preferred
- Pro-Presenter experience preferred
- Prior experience needed in demonstrating high administration led roles
- 2+ yrs of formal administrative job responsibilities
- Preferred experience in working in a church or Worship Arts ministry setting

IMPORTANT COMPETENCIES

- Called to and passionate about Worship and Production
- Ability to make sound, critical decisions under pressure
- Attention to detail and problem-solving skills
- Ability to partner with multiple department leaders
- Energetic

BRIEF

We are looking for an individual that displays the competencies above but also exudes high character. This individual holds themselves to a biblical standard that is above reproach and honors God in their words and actions. They work to achieve and maintain a high degree of chemistry with all they interact with.