
Worship Arts- Administrative Assistant Part Time Staff Position

REPORTS TO: Worship Arts Director
PARTNERS WITH: Worship Arts Staff team; Office Manager & Admin Staff;
Worship Arts volunteers

POSITION SUMMARY

The Administrative Assistant - Worship Arts is responsible for the administrative support of the Worship Arts Director, Worship Arts Staff and Team. This individual would also ideally have creative (music, theatre, visual) or technical (audio, video) capacity.

CORE RESPONSIBILITIES

1. Weekend Service (Digital and Live)

- Weekly Design Team Meeting
 - Manage/schedule invitees as needed
 - Assemble and forward agenda
 - Capture and send out meeting summaries
 - Complete follow up tasks as assigned (info to other teams, facility notes, thank you notes, etc.)
- Prepare/forward order of service as needed
- Schedule weekend service host, preparing the host notes, and other materials
- Update Worship Arts OneNote notebook as needed with weekend information, shooting schedules, etc.
- Help maintain Planning Center, including uploading weekend templates, new team members
- Liaise with Communications Director for weekend service info/updates
- Contact and manage details for Guest Speakers, such as honorariums, hosts, times, etc.
- Forward sermon manuscripts to mailboxes, email and tech booth as required
- Serve as staff point person for Communion Prep team
- Offer creative or technical support for weekend service delivery (i.e. editing, visuals, production or other)
- Prepare CCLI reporting and other licensing

2. Worship Arts Staff and Team Support

- Schedule, attend and track summaries of Worship Arts Staff team meeting
- Prepare Worship Arts expense reports as needed
- Worship rehearsal and other event tracking/attendance on REALM database
- Worship Arts Team Special Events, including organizing details, help manage event
- Support team relationship development
- Manage and maintain Worship Arts social media channels (Facebook and Instagram)
- Oversee team that takes care of back stage and Green Room

3. Other

- Provide admin support for Christmas & Easter production teams
- Assist Creative Communication Director as needed
- Assist Office Manager as needed

KEY CHARACTER TRAITS

- a commitment to The Transforming Journey.
- a commitment to the Foothills Staff Covenant (will be provided to applicants)
- a growing and authentic relationship with Jesus that shapes every aspect of life
- a passion for creative arts and/or technology
- a demonstrated capability in inspiring, recruiting, equipping, encouraging and celebrating volunteers so that they are empowered to experience fruitfulness in meaningful service
- a healthy balance between work, family and personal wellness

REQUIREMENTS:

- Experience in administration.
- Some post secondary education.
- Proficiency in MS Office (OneNote, Outlook, Word, Publisher, PowerPoint)
- Willingness to learn new computer skills and programs
- Excellent time management skills, and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Experience with social media

WHAT KIND OF PERSON AM I LOOKING FOR?

- is passionate and willing to invest in creative arts and technology as a means of worship in the church
- values teamwork but is also willing to take initiative
- has high emotional intelligence
- gets excited about inspiring, recruiting, encouraging, equipping and celebrating others
- is loyal, honest and positive
- detail oriented

START DATE: As soon as possible
WORK HOURS: 18.75-22.5hrs. (with flex for evening/weekend hrs.)
COMPENSATION RATE: Commensurate with experience

Please email cover letter and resume to jobs@foothillsalliance.com
Posting will close on Sept 29, 2020. All applicants will receive notification of receipt.
Only those chosen for interview will be contacted after this notification.