



## Worship Administrative Assistant

**Position Scope:** Part-time; 28 hours per week; Monday-Thursday

**Position Status:** Non-Exempt

**Salary:** \$15.00-\$16.00 per hour

**Reports to:** Pastor of Worship

**Department:** Worship

### Ministry Vision

A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are Irresistible.

### Ministry Responsibilities

The Worship Administrative Assistant oversees the administrative functions of the worship ministry assisting in the day-to-day operations and providing direct support to the Pastor of Worship and the Associate Pastor of Worship.

### Essential Duties

<u>Description</u>	<u>% of Time</u>
<p><i>Administrative and Ministry Support Responsibilities</i></p> <ul style="list-style-type: none"> <li>• Support the Pastor of Worship and Associate Pastor of Worship</li> <li>• Answer and screen phone calls and emails</li> <li>• Manage communication with volunteers on the worship team</li> <li>• Maintain the calendars of the worship staff</li> <li>• Assist in the creation and ongoing maintenance of volunteer schedules and information, media uploads, and service plan editing through Planning Center Online (PCO)</li> <li>• Serve as support resource for all departments using PCO</li> <li>• Work with the Tech ministry to ensure compliance within intellectual property laws and manage reporting needs</li> <li>• Manage and maintain worship accounting responsibilities</li> <li>• Provide administrative support associated with recruiting new musicians throughout contact, audition, and onboarding process</li> <li>• Assist in the planning, organization, and execution of all worship department events</li> <li>• Maintain the Greenroom through purchasing and cleaning and coordinating Sunday breakfast</li> </ul>	90

<ul style="list-style-type: none"> <li>• Assist Pastors in maintaining the worship spaces and equipment with cleaning and ordering</li> <li>• Attend weekly planning meetings to take minutes</li> <li>• Support the Pastor and Associate Pastor by working in conjunction with the weekend planning team to optimize Sunday services</li> <li>• Oversee details for creative elements of Eastview’s worship services (purchasing props/equipment and working with other departments)</li> <li>• Coordinate rehearsals and services in conjunction with the Pastor</li> <li>• Prepare and input lyrics for Sunday services and other worship events</li> <li>• Create Ableton slides for ProPresenter on new songs</li> <li>• Print and distribute weekly cues for worship staff</li> <li>• Attend and participate in other meetings at the discretion of the Pastor</li> </ul>	
<u>Vision and Strategic Development</u> <ul style="list-style-type: none"> <li>• Provide resources and support for the Pastor throughout the planning and execution processes of strategic planning</li> </ul>	10
<u>Miscellaneous</u> <ul style="list-style-type: none"> <li>• Other duties as assigned</li> </ul>	

**Required Core Competencies**

- *Written Communication* – writes clearly and succinctly in variety of communication settings
- *Action Oriented* – enjoys working hard, full of energy for challenges, seizes opportunities
- *Approachability* – easy to approach and talk to, puts others at ease, pleasant and gracious
- *Priority Setting* – spends time on what’s important, quickly zeros in on critical few, eliminates roadblocks
- *Learning on the Fly* – experiments and tries new solutions, enjoys challenge of unfamiliar task
- *Time Management* – values time, uses effectively, concentrates efforts on important priorities

**Required Qualifications**

Experience

- Strong interpersonal, verbal, and written communication skills
- Excellent problem-solving skills
- An effective team player
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams, and SharePoint), Adobe products, Asana (project management software), and PCO

**Preferred Qualifications**

Experience

- Technological knowledge of ProPresenter and recording software such as Ableton
- Music knowledge

## Physical Demands

Stand:	O	Hearing/Listening	C
Sit:	C	Carry/lift 0-10 lbs	F
Walk:	O	Carry/lift 11-20 lbs	O
Run:	N	Carry/lift 21-50 lbs	O
Reach Outward:	C	Carry/lift 51 - 100 lbs	N
Reach Above Shoulder:	O	Carry/lift 100+ lbs	N
Climb (stairs/ladders):	O	Push/Pull 0-12 lbs	O
Crawl:	N	Push/Pull 13-25 lbs	O
Stoop, kneel, or crouch:	O	Push/Pull 26-40 lbs	O
Bend:	F	Push/Pull 41-100 lbs	O
Talk:	C		

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)

**F (Frequently)** occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs/day)

**C (Constantly)** occupation requires this activity more than 66% of the time (5.5+ hrs/day)

## Work Environment

100% working indoors in a moderate noisy atmosphere and environmentally controlled conditions with expected long hours in front of a computer screen. Sedentary physical activity performing non-strenuous daily activities of an administrative nature. Manual dexterity sufficient to reach/handle items and work with the fingers. Overtime requirements as needed for special projects.

## Benefits

- Paid Time Off: holidays, vacation, sick, and service days (camp or mission trip sponsored by Eastview)
- Discounts in Café 19 and Health Club
- 403(b) Retirement Plan
- Maternity and Paternity Leave
- Staff Milestone Program
- Tuition Assistance Program