

Job Type: Part -Time

Date Posted: 6/25/18

Position: Worship Administrative Assistant

Hours: 20 hours (flexible schedule)

Supervisor: Worship Pastor

Position Description:

The primary responsibility of a Worship Administrative Assistant (WAA) is to provide clerical and administrative support to the Worship Pastor. This qualified candidate will be responsible for using their personal gifts and technical skills to ensure the Worship Pastor is able to be more effective and efficient in the successful accomplishment of his leadership and pastoral roles.

Position Responsibilities:

- Manage team scheduling through Planning Center
- Prepare for rehearsals - setting up notebooks for choir/worship team members
- Prepare and edit various worship related correspondence
- Assist in planning and preparing for special events, guest worship leaders and concerts
- Schedule appointments as needed
- Answer telephone calls/emails and respond to inquiries from the worship team, church attendees, and general public
- Maintain records and files
- Assist in effectively managing and stewarding ministry oversight budget
- Take thorough notes at meetings
- Assist with any social media needs

Unique Skills and Knowledge:

- Strong administrative and organizational skills
- Attention to detail
- Attitude that embraces technology
- Proficiency in meeting task deadlines/timeline requirements
- Strong communication skills
- Ability to multi-task
- Ability to read music or the ability to learn rudiments (key relationships)

Leadership and Relational Skills:

- Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
- Demonstrate leadership and good communication with ministry heads, staff, and business contacts.
- Able to manage volunteers
- Positive attitude and positive approach to problem solving
- For all grievances, follow Matthew 18 and Ephesians 4:15.
- Takes initiative

Competencies:

- Related administrative experience
- Ability to maintain confidentiality
- Excellent interpersonal, oral and written communication skills
- Ability to manage multiple projects and work collaboratively
- Skilled in the use of operating basic office equipment
- Proficient computer skills (Macintosh knowledge recommended)
- Software used: Planning Center Online, Word, Excel
- Successful completion of a background check.
- Pleasant and professional personality and appearance.
- Regular attender of FBC Paducah services (willing to become a part of FBC ministry if not presently attending)

Performance Measurements:

- Annual Self-Appraisal and Performance Appraisal