



Role Description

Ministry: **Worship**
Role Title: **Worship Administrative Assistant**
Reports to: **Worship Director**

Position Summary: The Worship Administrative Assistant is a resourceful, and highly organized individual who primarily supports the Worship Director in various capacities. The Worship Administrative Assistant position is a dynamic role comprising various administrative and interpersonal tasks and responsibilities.

Experience & Knowledge Required:

- At least three years of experience in an administrative and/or personal assistant role.
- Excellent communication skills, both verbal and written
- Experience in managing multiple projects with many details simultaneously.
- Must be a proven self-starter who is able to work well with minimal oversight.
- Experience in or the ability to learn Planning Center, CCB and Pro Presenter software applications.
- Proficiency with Microsoft Office (Excel, Word).
- Musical background a bonus.

Functions and Responsibilities:

- Provide support for the Worship Director.
- Provide support for the Brockport Director and Brockport Worship Leader.
- Prepare and edit weekly worship slides for contemporary & traditional services.
- Populate Planning Center templates 2-3 months at a time for contemporary, traditional and Brockport services. Including unique seasons such as Advent, Christmas, Lent and Easter services.
- Provide support to Traditional Service liaison, when needed.
- Provide administrative support for funerals.
- Oversee all licensing renewals.
- Oversee all scheduling inside CCB for all worship ministry related activities.
- Oversee and support volunteers for communion bi-monthly.
- Voicemail, mail, email, and expense management.
- Contacts and calendar management and contact follow-up.
- Plan and prepare for meetings and attend as needed.
- Facility scheduler backup.
- Manage worship service metrics process.
- Manage worship storage room.



Employment Category: This is a part-time non-exempt/hourly position

Hours & Days: 20 hours/week; In Office: Tuesday, Wednesday and Thursday

Compensation: \$16.50 - 18.50/hr