



Job Title: Worship Arts Administrative Associate

Status: Exempt / Salaried Full time / Level 600

Prepared by: Dean Henderson / January 2018

Position Summary

Responsible for general administrative and organizational oversight of the Worship Arts Ministry, assisting the Worship Pastor, Instrumental Director and Contemporary Worship Director in carrying out of daily functioning and service / event ministry.

Organizational Status

This Position reports to the Worship Pastor. Works directly with the Worship Pastor, Instrumental Director and Contemporary Worship Director.

Roles & Responsibilities

- Oversight, scheduling and administration of designated meetings and events (weekly or special) that involve the Worship Arts Ministry in any way.
- Organization and Upkeep of all Music and Music Libraries
- Assistance in preparing and sending out of e-mails, reminders, and communication to leaders and members of all Worship Arts ministry groups.
- Coordination of logistics for Sunday Worship Services (all services) including (but not limited to) Baby Dedications, Communion, Screens, Music, Worship Guides (including printing of the Worship Guides for Sanctuary Services and stuffing of the guides into the bulletins.)

- Organization and maintenance of supplies for Worship Arts Office and Multi-Purpose Gathering Room.
- Collaboration with Communications Staff in maintaining ministry websites and updating of all materials related to Worship Arts.
- Assisting in Ministry related services and special events.
- Work with the WAM Director in coordination of WAM and SMAAC ministry.
- Organizational and Financial oversight of ECAA (East Cooper Arts Academy)

Qualifications and Requirements:

- A passionate love for the Lord and a desire to serve in support ministries.
- Member of ECBC
- Must possess a minimum of 5 years of experience that has developed competencies including a high degree of administration and organizational skills.
- A functional knowledge of Microsoft Office, Adobe Products (InDesign, Photoshop, Illustrator) a plus.
- Quick learner on other software applications (including Pro-Presenter and Planning Center)
- Demonstrated ability regarding discretion and professionalism
- Excellent written, verbal and interpersonal communication skills
- Team player
- Knowledge of music and music theory a plus, but not required
- Attendance at all Worship Arts functions (including availability on Sunday mornings, rehearsals, workshops, concerts, etc.)
- Flexible and Personable

If you are interested in this position, please complete and submit an online application to our Human Resources department. Thank you!