



Worship & Arts Administrative Assistant

OPEN

Position Type: Non-Exempt
Category: Regular, Full-time position
Classification: Category G
Reports to: Worship & Arts Administrative Director

Ministry Summary/Objective: The administrative team provides support to all Worship & Arts programs and events. The administrative director delegates projects and assignments based on the changing needs of the department.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DEPARTMENTAL DUTIES:

- Assist with service/event coordination as delegated by the administrative director
- Purchase, catalog, and maintain sheet music department library
- Prepare materials for rehearsals
- Support special services and events to include, but not limited to, Holy Week, Easter, Christmas Eve, fundraising events and other concerts
- Support children and youth choir tour planning teams
- Maintain the organization and cleanliness of chancel area, choir practice room, and robing room
- Assist with Wednesday evening setup, attendance, nametags, etc. remaining available for administrative duties through the rehearsals
- Attend Sunday morning services as needed for coordination of volunteers and clergy
- Attend BUMC staff and other department meetings

ADMINISTRATIVE DUTIES:

- Provide administrative support to assigned areas to include, but not limited to:
 - Timely and accurate communication of assigned events and services
 - Coordinate scheduling of rooms and other facility related needs
 - Assist in preparation of weekly bulletin
 - Receive and respond to departmental calls and emails
 - Prepare and send mailings and bulk emails as requested
- Assist in managing participant registrations, records & forms, financial information, etc. for assigned events, retreats, and choir tours
- Assist in processing of purchase orders and maintenance of financial records
- Back up Reception Desk as requested

WEB-PAGE & DATABASE DUTIES:

- Timely and accurate data entry, management and up-keep of database information for assigned projects
- Run Arena reports and prepare presentations of data as assigned
- Post content provided by directors to webpages and social media sites

Competencies

- High level of competency in Word, Excel, Outlook, and PowerPoint and ability to learn other computer programs quickly and use them proficiently (e.g. Arena church management system, eSpace for event scheduling)
- Understanding of basic finance and budgeting processes
- Competency in web-based technology
- Effective written and verbal communication skills
- Excellent organizational skills with a strong attention to detail and accuracy and the ability to work independently, multi-task, prioritize, and manage time
- Adaptable and flexible in a changing work environment while approaching tasks with a positive attitude
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Self-starter who takes initiative and anticipates needs of the department
- Enjoys a team environment and is service-oriented

Education and Experience Requirements

- Two (2) to three (3) years of administrative office experience
- Associate's degree preferred

Supervisory Responsibility

This position does not have supervisory responsibility.

Work Environment

This job operates in a professional office environment that involves everyday risks or discomforts requiring normal safety precautions. This position routinely uses standard office equipment.

Physical Demands

While performing the duties of this job, the employee will be in an office environment. Position is mostly sedentary and is required to talk, hear, stand, walk, and sit. Employee must be able to stand for long periods of time while coordinating worship services and other special events. Employee must occasionally lift or move office supplies or other items up to 25 pounds.

Expected Hours of Work

Days and hours of work are Monday – Friday, 40hours per week. Occasional evening, weekend, and Sunday morning work required for special worship services.

Travel

Travel is primarily local during the business day, although some out-of-the area and overnight travel may be expected.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.