



JOB TITLE: Administrative Assistant to Creative Arts

JOB TYPE: Part-time (26 hours/week)

REPORTS TO: Worship Minister

PURPOSE STATEMENT:

This position provides administrative and practical support to the Worship, Communications, and Media departments of the Creative Arts Ministry at **First Church**.

GENERAL RESPONSIBILITIES:

- Provides administrative support to the Worship, Communications, and Media departments of the Creative Arts Ministry, including but not limited to calendaring, volunteer communication, project management, slide creative, record keeping, etc.
- Assists in the management and maintenance of the Planning Center database and service planning tools.
- Assist in the Volunteer Coordination for the Worship, Communications, and Media departments of the Creative Arts Ministry.
- Provides support for general office administrative duties.

QUALIFICATIONS:

- Member of **First Church**, committed to our community and culture.
- Clear and professional communication style.
- Ability to multi-task.
- Strong computer skills, proficient with Google Docs and church database.

STAFF EXPECTATIONS:

Mission-Driven Commitment

- **Live out our mission of "Love Jesus. Love Like Jesus."** This is at the heart of everything we do. It means our actions and attitudes consistently demonstrate a deep love for Jesus and a commitment to emulating His love in our interactions with others.
- **Align with our doctrine and values.** We expect you to understand and uphold the foundational beliefs and core values of **First Church**. This shared understanding forms the basis of our unity and purpose.
- **Be committed to our community and culture.** This involves actively participating in and contributing to the unique environment of **First Church**. We value a collaborative and supportive atmosphere, and your engagement helps nurture it.

Professionalism & Teamwork

- **Follow First Church Policies and Procedures.** Adhere to the guidelines outlined in the Staff Handbook. These policies ensure a consistent, fair, and safe working environment for everyone.
- **Contribute to our positive team spirit.** We thrive on fellowship, encouragement, cooperation, and prayer. Actively participate in building up your colleagues and fostering a supportive, unified staff.
- **Embody spiritual maturity and understanding of the Gospel.** We expect staff members to be growing in their faith and have a clear grasp of the Gospel message, which informs our work and interactions.
- **Maintain spiritual integrity.** This means living authentically and consistently with your faith, both inside and outside of work.
- **Excel in a team-based environment.** You should be able to both lead and thrive collaboratively. This involves knowing when to take initiative and when to support others, always working towards shared goals.

Adaptability & Effectiveness

- **Effectively manage multiple priorities.** Our work often involves various tasks and projects. We expect you to be organized and efficient, able to prioritize and complete responsibilities in a timely manner.
- **Be teachable, responsive, respectful, and adaptable.** This means you are open to learning new things, receptive to feedback, respectful in all interactions, and can adjust to the evolving needs and culture of **First Church**.