

**Administrative Assistant
Director of Operations & Worship
Birmingham and Berkley First: A United Methodist Church**

Position Overview

The Administrative Assistant to the Director of Operations & Worship serves as the essential foundation that enables both our dynamic music and worship ministry and our organizational operations to thrive. This position goes beyond traditional administrative support to become a true ministry and operational partner, anticipating needs, creating systems, and independently managing the behind-the-scenes details that empower ministry success across our entire organization. You'll orchestrate everything from choir logistics and worship preparation to HR processes and cross-departmental coordination, directly contributing to both meaningful worship experiences and organizational excellence. This role requires someone who finds fulfillment in enabling others' success, who can transform creative vision and strategic plans into operational reality, and who takes pride in knowing that their organizational excellence makes beautiful worship and effective ministry possible.

What Makes You Perfect for This Role

- You thrive when given freedom to make decisions and implement solutions independently
- You quickly learn patterns and preferences, anticipating needs before they're explicitly stated
- You enjoy creating systems that run smoothly in the background
- You have a good sense of priorities and can adjust plans without needing step-by-step guidance
- You take ownership of projects and follow through without reminders

Schedule & Work Environment

- Full-time position: 40 hours per week, primarily weekday schedule
- Flexible scheduling for special events, worship services, and operational needs
- Modern office facilities across Birmingham and Berkley campuses

Key Responsibilities

Executive & Operational Support

Calendar & Meeting Management

- Schedule and coordinate meetings across multiple departments and campuses
- Prepare meeting agendas, materials, and follow-up action items
- Screen and prioritize communications, handle routine correspondence

Project & Process Coordination

- Track progress on strategic initiatives and cross-departmental projects
- Maintain project timelines and coordinate deliverables between teams
- Filter and prioritize information to protect the Director's time and attention

- Prepare reports, presentations, and analytical materials for leadership
- Coordinate between departments to ensure organizational alignment
- Create documentation that allows for consistency even when key personnel are absent

Music & Worship Ministry Support

Music Ministry Administration

- Independently manage choir program logistics, including music library organization, cataloging, and distribution
- Anticipate and prepare for upcoming choir needs without being prompted
- Support choir and music program communications and scheduling
- Facilitate special music events

Worship Service Coordination

- Coordinate seamless execution of weekly worship services with minimal oversight
- Ensure all worship materials are prepared and distributed
- Handle worship logistics, including setup coordination and equipment needs
- Coordinate with musicians, guest artists, and technical staff
- Proactively manage inventories of worship supplies and materials

Human Resources & Personnel Support

HR Administration

- Maintain personnel files and employment records with strict confidentiality
- Track employee benefits, vacation time, and leave management
- Support performance review processes and documentation
- Handle employment verification requests and HR compliance matters

Required Qualifications

Experience & Education

- Minimum 3-5 years professional administrative experience
- College degree preferred or equivalent professional experience
- HR generalist experience highly preferred
- Experience in religious/nonprofit environment preferred but not required
- Event planning or project coordination experience preferred

Technical Skills

- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Database management experience and strong data entry accuracy
- HRIS or HR software experience preferred

Core Competencies

- Exceptional intuition and ability to "read the room"
- Strong pattern recognition and anticipatory thinking
- Proactive problem-solving mindset and strategic innovation

- Ability to work independently with minimal direction and supervision
- Quick learning and adaptability to different working styles and priorities
- Professional discretion with confidential information and sensitive matters
- Collaborative team approach with positive, solution-oriented attitude
- High attention to detail and consistent follow-through on commitments

Personal Qualities

- Commitment to the church's mission and Christian values
- Cultural sensitivity and a welcoming demeanor with all people
- Flexibility and adaptability in a dynamic ministry environment
- Professional integrity and reliable work ethic
- Growth mindset and willingness to learn new skills
- Background or interest in music ministry preferred but not required

What We Offer

Competitive Compensation Package

- Competitive salary
- Comprehensive benefits, including health insurance
- Paid time off
- Professional development opportunities and training
- Retirement savings plan with church contribution

Professional Growth Environment

- Meaningful work that directly impacts the church's mission and community
- Diverse responsibilities offering broad skill development
- Supportive leadership committed to employee success
- Collaborative culture with opportunity for input and innovation
- Cross-campus exposure to different ministry contexts

Work Environment

- Full-time position: 40 hours per week, primarily Monday-Friday schedule, some weekends
- Flexible work arrangements during special events or seasonal demands
- Team-oriented culture with supportive colleagues
- Two beautiful campuses in Birmingham and Berkley communities

Application Process

To Apply, Please Submit:

- Cover letter detailing your interest and relevant experience
- Current resume highlighting administrative experience
- Three professional references with current contact information

Application Details

Submit materials to:

Casey Proch

Birmingham and Berkley First United Methodist Church

1589 West Maple Road

Birmingham, MI 48009

Email: cproch@fumcbirmingham.org

Phone: 248-646-1200

Application Timeline:

We will begin reviewing applications immediately and continue until the position is filled. Early application is encouraged.