

WORSHIP & TECH ADMINISTRATIVE ASSISTANT



Position Scope: Part-Time, 20 hours per week, Monday – Thursday

Position Status: Non-exempt

Salary Range: \$18.00 – \$19.00 per hour

Reports to: Pastor of Worship

Department: Worship & Technical Arts

EASTVIEW VISION

Loving, life-giving people bringing hope and healing in Jesus.

POSITION SUMMARY

The **Worship & Tech Administrative Assistant** provides administrative, scheduling, communication, and logistical support for the Worship & Technical Arts teams. This role works alongside ministry staff and directors to help ensure volunteers, service resources, and ministry details are organized and prepared.

ESSENTIAL DUTIES

Scheduling and Communication

- Assist ministry directors with Worship & Technical Arts volunteer scheduling in Planning Center
- Follow up on open or declined positions and volunteer availability
- Communicate service details, rehearsal information, updates, and reminders to volunteers as needed
- Serve as a weekday point of contact for scheduling questions and volunteer needs
- Maintain accurate volunteer records and information

Service and Ministry Support

- Support staff with maintaining service plans and resources in Planning Center
- Help organize and distribute songs, chord charts, scripts, props, media, technical information, and other service resources as needed
- Prepare various worship & tech tools/software for use in services as assigned by supervisor
- Assist with staff communication and coordination between Worship, Technical Arts, Preaching, Creative, and other participating teams
- Attend designated planning/staff meetings and follow-up with notes/task delegations as needed

Volunteer and Team Support

- Assist with recruiting and onboarding processes for new Worship & Technical Arts volunteers
- Participate in and organize select volunteer events/all team gatherings
- Help organize team meetings, trainings, gatherings, and appreciation events

Administrative and Logistical Support

- Provide administrative support to the Pastor of Worship, Director of Technical Arts, and team
- Maintain department calendars, files, documents, and recurring processes

- Assist with budget tracking, purchases, receipts, supplies, and other administrative needs
- Support quoting, purchasing, receiving, repairs, returns, and equipment-related documentation
- Manage and distribute inventory lists, asset tracking, licensing, and reporting as needed
- Coordinate green rooms hospitality, auditorium, and team supply needs

Other duties as assigned

REQUIRED CORE COMPETENCIES

- **Written Communication** – writes clearly and succinctly in variety of communication settings
- **Action Oriented** – enjoys working hard, full of energy for challenges, seizes opportunities
- **Approachability** – easy to approach and talk to, puts others at ease, pleasant and gracious
- **Priority Setting** – spends his/her time on what is important, quickly zeros in on the critical few and puts the trivial aside
- **Learning on the Fly** – experiments and tries new solutions, enjoys challenge of unfamiliar task
- **Time Management** – values time, uses effectively, concentrates efforts on important priorities

REQUIRED QUALIFICATIONS

- Strong organizational, administrative, interpersonal, and communication skills
- Proactive, dependable, detail-oriented, and consistent in follow-through
- Comfortable working collaboratively with staff, volunteers, and multiple teams
- Proficient in Microsoft Office 365 (Word, Excel, Outlook, PowerPoint, Teams, and SharePoint) and Planning Center
- Familiarity with worship ministry, technical arts, or church service planning preferred
- Familiarity with ProPresenter, Multitracks products, Ableton, Adobe products, or related ministry software
- Occasional evenings or weekends may be required for meetings, trainings, rehearsals, or special events and will be communicated well in advance
- Attend or become a regular attendee of Eastview Christian Church

PHYSICAL DEMANDS

Stand:	O	Hearing/Listening	C
Sit:	C	Carry/lift 0-10 lbs	F
Walk:	O	Carry/lift 11-20 lbs	O
Run:	N	Carry/lift 21-50 lbs	N
Reach Outward:	C	Carry/lift 51 - 100 lbs	N
Reach Above Shoulder:	O	Carry/lift 100+ lbs	N
Climb (stairs/ladders):	O	Push/Pull 0-12 lbs	O
Crawl:	N	Push/Pull 13-25 lbs	N
Stoop, kneel, or crouch:	O	Push/Pull 26-40lbs	N
Bend:	F	Push/Pull 41-100 lbs	N
Talk:	C		

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)

F (Frequently) occupation requires this activity from 33% – 66% of the time (2.5 – 5.5+ hrs/day)

C (Constantly) occupation requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

100% working indoors in a moderate noisy atmosphere and environmentally controlled conditions with expected long hours in front of a computer screen. Sedentary physical activity performing non-strenuous daily activities of an administrative nature. Manual dexterity sufficient to reach/handle items and work with the fingers. Overtime requirements as needed for special projects.

BENEFITS

- Paid Time Off: holidays, vacation, sick, and service days (camp or mission trip)
- 403(b) Retirement Plan
- Maternity and Paternity Leave
- Staff Milestone Program
- Discounts in Café 19 and Health Club
- Tuition Assistance Program