

**Title:** Worship Arts Ministry Administrative Assistant

**Reports to:** Worship Arts Minister

**FLSA Status:** Part Time, Non-Exempt

**Approved By:** Michael Davis

**Approval Date:** 4.9.26



HOUSTON **NW** CHURCH

### **POSITION OVERVIEW**

The Worship Arts Ministry (WAM) Administrative Assistant provides support in a dual role of administration and leadership for weekly services and special events for WAM and the Student Worship Team. This part-time role requires administrative, organizational, and interpersonal responsibilities.

To be successful in this role, a candidate must have strong project management skills, be creative, and highly organized. All HNW employees must fully support the ministry of HNW and its leadership team through their actions and are expected to maintain a professional and positive presentation. This individual's commitment to Christ will be evidenced in his/her personal life, family relationships, and ministry.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Project management for worship services & special events utilizing the Teamwork software application.
- Assist as a Production Team member in the following special event services in the Worship Center: Good Friday, Easter, and Christmas Eve services; Baptism Sundays, and Vision Night.
- Help recruit, facilitate, and resource volunteers into WAM.
- Serve as a point of contact for WAM information and communication.
- Attend all WAM meetings and weekly staff meetings, taking notes, assigning tasks, bringing ideas, and updating the weekly agenda.
- Receive, route, and organize incoming applicants for music and production teams within WAM.
- Receive incoming calls for WAM, administrating needs, or forwarding them to appropriate team members.
- Initiate and complete purchase orders, check requests, and order supplies and equipment for WAM.
- Provide all administrative needs for WAM and the Student Worship Team.
- Assist in maintaining the WAM volunteer teams, scheduling, notifying, and informing on a weekly basis as needed for each team.
- Collaborate with the Communications Team on the needs of Worship Arts Ministry and any needs for the church communicated in worship services or special events.
- Other duties as needed.

### **REQUIRED QUALIFICATIONS**

- High School Diploma Required
- 1-3 years of experience in a similar creative, project-driven, support function role.
- Strong verbal communication skills
- Strong project management skills
- Ability to manage multiple projects at once in a fast-paced environment.

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- Possess strong time management and organizational abilities with the ability to quickly analyze and solve problems.
- Must be comfortable and able to communicate effectively in both small and large group settings.
- Strong computer skills are required. Intermediate to advanced proficiency in MS Office (Word, Excel, Outlook), internet, social media, ProPresenter, and Planning Center preferred, with a willingness to learn these and similar software.
- Proficient in the use of communication tools (cell phones, internet, social networks, etc.).
- Highly organized and detail oriented.
- Ability to work successfully with a team and independently with minimal supervision.
- Ability to perform well with distractions and interruptions.
- Type a minimum of 50 wpm.

#### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to perform tasks, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must lift and/or move up to 30 pounds.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. It is a nonsmoking environment.

#### **COMMENTS**

The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor. Houston Northwest Church Job Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.