



JOB TITLE: Administrative Assistant to Director of Music/Organist

MINISTRY AREA: Music Ministry

REPORTS TO: Director of Music

Prepared By: Executive Director of Administration

PURPOSE OF THE JOB

To provide administrative support for the enabling of the Director of Music/Organist to perform their duties in an organized and timely manner.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provide Administrative support to Director of Music/Organist as needed.
- Administrative support for Music Ministry Team.
- Input all the necessary information into Planning Center for all the worship services each week.
- Schedule meetings/events on church calendar for Music Ministry Team.
- Send out email reminders of scheduled meetings to staff and committee members *the week before the meeting*.
- Make necessary travel arrangements for the Director of Music/Organist.
- Promptly process work receipts for Director of Music/ Organist.
- Develop and maintain the annual schedule of music leaders and those assisting in worship each week.
- Send email reminders to music leaders and those assisting in worship as needed.
- Answer correspondence as needed.
- Assist with ordering, promoting, tracking and payment of orders of poinsettias prior to Advent. Place poinsettias in the Great Hall, Fellowship Center, and Sanctuary to decorate.
- Assist with ordering, promoting, tracking and payment of orders of lilies prior to Easter. Place lilies in Great Hall and Fellowship Center to decorate. Organize and prepare materials for officers to deliver lilies to designated families starting Palm Sunday through Easter Sunday.
- Stamp new music with file number and church property info and file.
- Insert and pull music in choir folders.
- Maintain attendance sheets for scholarship students and Praise Kidz Choirs and prepare timesheets for Director of Music/Organist and scholarship students prior to due date.
- Log music into Google Drive music database.
- Learn license agreements for music, login, renewal, etc.
- Purchase new licenses as needed.
- Review website for music related areas of the church for current information.
- Check inventory and order music supplies.
- Other duties as needed.

KNOWLEDGE AND SKILLS

Required

- Computer software experience: Microsoft Word, Excel, Outlook, PowerPoint, Canva, Windows Media Player, Adobe Acrobat.
- General office equipment (copy machine).
- Good administrative skills (filing, typing, etc.)
- Good organizational skills
- Team Player
- Integrity to be a good steward when purchasing supplies

Preferred

- Computer software experience: Planning Center, Shelby Systems, Church Musician, and Google Suite programs.

ADDITIONAL RESPONSIBILITIES

- Standard work hours are flexible and will be adjusted as needed for special events, seasons, or projects at church office.
- Walking, some light lifting.
- Provide information and help to staff, ministry members, church members, choir members, ministry team and the public.
- Normal office work may include long periods sitting at a desk.

Committee Approved: _____ **Date:** _____ **Position Group:** _____

Part Time: 20 hours a week

Background Check Required

Grade _____ **Position Class** _____ **Exempt: Yes** ___ **No**___ **Security Sensitive: Yes** ___ **No**

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