**Elmbrook Church** 

**Position Description**

**Worship Administrative Specialist**

**Job Summary:**

The Worship Administrative Specialist works alongside and under the supervision of the Worship Director. This position will also serve as an assistant for the Worship Director. This position requires someone detail-oriented with the ability to think ahead and administrate on multiple levels. Performs administrative and office support activities for the department. The Worship Administrative Specialist will assist with day-to-day operations and logistics planning for weekend services and special events. This person must be detailed, organized, great communicator, team encourager and supporter

**Qualifications & Requirements:**

* Demonstrate a vibrant and growing relationship with Jesus Christ.
* Active participant or member of Elmbrook church who supports and endorses the statement of faith, vision and core values.
* Possesses two years of administrative experience or any equivalent combination of training and experience.

**General Responsibilities:**

* Assist the Worship Director by overseeing their calendar, appointments and any administrative details necessary.
* Organizes and schedules musicians and vocalists for weekend services as well as special events within PCO (Planning Center).
* Provides supports and leads cross campus departmental meetings in place of the Worship Director & Producer.
* Works with the Worship Director & Producer to oversee the budget.
* Organizes and orders food for weekend services and special events.
* Schedules and manages details of meetings.
* In charge of general office duties including correspondence, phone calls, computer tasks, scheduling appointments, mail, email, ordering of supplies and maintaining a filing system, etc.
* Attends meetings: Weekly meeting with Worship Director, all-staff meetings, Worship staff prayer days, Worship CORE Nights and Campus Team meetings.

**Employment Information:**

This position is part time, hourly and classified as non-exempt

28 hours/week

Salary – dependent on experience, skills & education

**Days off:** Friday

**Benefit Package:**

Paid Time Off (PTO) – Part-time employees who are scheduled to work more than 10 hours per week are eligible to earn PTO. PTO is accrued on a calendar year basis. Refer to the Staff Handbook for specific details.

403b – Employees are eligible to participate in the 403b pension plan if they are scheduled to work 20 or more hours per week. Entry dates for the 403b plan is the first of the month following date of hire. On an employee’s first anniversary, Elmbrook will match up to 5%.

Holidays – Part time employees who are scheduled to work more than 10 hours per week are eligible for holiday pay if the holiday falls on their normal scheduled workday. There are 10 holidays recognized by Elmbrook Church as paid holidays. Refer to the Employee Handbook for specific details.

**Reports to:**

Worship Director – Sean Keith

Elmbrook Church

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Brookfield, WI 53045

262.786.7051

[www.elmbrook.org](http://www.elmbrook.org)