

**CREATIVE PROJECT ADMINISTRATIVE ASSISTANT, NICEVILLE CAMPUS**

**Position Title:** Creative Project Administrative Assistant  
(Part-Time; Non-Exempt Position)

**Date:** April 2021

**Supervisor:** Media Production Leader

**Purpose:** To help us live into the vision of connecting people to Christ through the Arts by reconnecting the arts to God to provide opportunities for people to meet Christ in the church and in the community. This is primarily carried out by supporting the Creative Team in leading the planning and creation of creative projects and special events.

**PRIMARY DUTIES:**

1. Initial point of contact for projects and special events (weddings, memorial services, ministry events, etc.) requiring Creative involvement.
2. Administrative lead for all creative events: booking venues, ordering food, handling registrations, etc.
3. Be a liaison between contract graphic designers and the Media Team Leader.
4. Oversee and follow Creative elements from conception to completion.
5. Attend brainstorm, Zoom meetings, decision meetings, and take minutes, as requested.
6. Work with church systems and databases including Arena, EventU, and Planning Center Online.
7. Schedule MCs for weekend worship services.
8. Assist in the design and printing of programs for special Traditional service concerts.
9. Assist with CCLI copyright reporting (once every 18 months).
10. Assist Worship Minister/Media Production Leader/Traditional Worship Minister in any requested duties to prepare for weekend worship.

**SKILLS DESIRED:**

1. Dedicated Follower of Jesus.
2. Skilled in Photoshop, Illustrator, and InDesign.
3. Proficient in using Microsoft Office Suite including Word, Excel, and Outlook.
4. Strong communication skills.
5. Proficient in general administrative duties and phone etiquette.
6. Skilled at note taking and dictation during Creative Team meetings.
7. Skilled at time management and scheduling appointments.
8. Proficient in copyright law and have knowledge of contacts for copyright licensing.
9. Ability to work as a team and always portray the church, staff, and ministry in the most positive light in the church as well as in the community.

**KEY PERFORMANCE MEASUREMENTS:**

1. Projects accomplished on time.
2. Projects completed with excellence and limited mistakes.
3. Chemistry and unity within the Creative Team, and larger staff team.

**CONTINUING EDUCATION DESIRED:**

Attend seminars, workshops, and conventions appropriate to Creative Ministry as requested and approved by supervisor.