

PRODUCTION ADMINISTRATIVE ASSISTANT

Position Objective:

To provide administrative assistance to the Production Director.

Position Description:

The Production Administrative Assistant would support the Production Department which includes Worship and Media. This role would help provide organization and run the vision set by the Production Director. This role would have flexibility to be remote with occasional in-office responsibilities.

Qualifications/Abilities:

1. Outstanding organizational and time management skills
2. MS Office proficiency
3. Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)
4. Excellent verbal and written communications skills
5. Discretion and confidentiality
6. Ability to multitask and prioritize daily workload
7. Must own a laptop or computer and have access to internet

Responsibilities:

1. Manage information flow in a timely and accurate manner
2. Rack daily expenses and prepare weekly, monthly or quarterly reports
3. Format information for internal and external communication – memos, emails, presentations, reports
4. Create forms and run reports in CRM tool
5. Manage schedules for select teams
6. Provide overall support to the Connections Department

Goals:

1. Manage 50% of scheduling responsibilities after 1 month
2. Proficient with Community Church Builder after 2 month
3. Proficient with Planning Center after 1 month

Time Commitment:

10 Hours+ per week