

# La Jolla Presbyterian Church

## POSITION DESCRIPTION

### **POSITION: Administrative Assistant to Worship and Arts and Communications**

**Reports to:** Director of W&A

**Department:** W&A and Communications

& Director of Communications

**Supervises:** N/A

**Works With:** staff & congregation

**Classification:** Admin Asst, Part Time (15-21 hr/wk) **Hourly Range:** \$14-\$16/hr

### **I. JOB SUMMARY:**

Working under the direction of Session and the Director of Worship & Arts, and the Director of Communications, this position will provide general administrative help and support to both ministry areas.

### **II. DUTIES AND RESPONSIBILITIES:**

Assist the Directors of Worship & Arts and Communications in the following areas:

- Preparation and production of bulletins, newsletters, concert programs and other printed materials.
- Assist in facilitating check requests and disbursements for budget process
- Schedules special services, rehearsals, events and meetings on ServiceU

### **III. QUALIFICATIONS AND EXPERIENCE REQUIRED:**

1. A devoted follower of Jesus Christ
2. Advanced computer skills in Excel, Word, InDesign, Photoshop and ServiceU programs
3. Eye for detail and proof-reading
4. Excellent communications and people skills
5. Undergraduate degree preferred
6. 2 to 5 years experience working in an office and/or church environment