

Deermeadows Baptist Church * Jacksonville, Florida * www.deermeadows.org

General Description:

The primary responsibility of the Administrative Assistant: Communications Worship (AA:CW) is to provide full administrative and organizational support, as well as graphic design and layout in the areas of church-wide communications (including website) and the ministries of music and worship. An additional responsibility is graphic design as needed for other church ministries when the scope of work goes beyond the capabilities of other support staff. This person understands and supports the mission of Deermeadows.

Staff Relationships and Time Requirements:

1. The AA:CW works under the leadership of the Associate Pastor: Worship/Communications (includes music ministry), alongside the Production Director and technical team, and in harmony with support staff and volunteer church leaders. In addition, this person sometimes also works with the ministry staff team in the area of advanced graphic design support.
2. This position is a full-time position and is based upon approximately 40 hours per week.
3. The position salary is based upon a full year of work and includes vacation days in accordance with the Deermeadows Personnel Policy & Practice Manual. Arrangements for time off should be made in agreement with the Associate Pastor: Worship/Communications. This position includes insurance benefits in accordance with the personnel policies.

Qualifications:

1. A strong, demonstrated life commitment to Jesus Christ.
2. A knowledge of and commitment to Deermeadows Baptist Church ministries and the environments in which they take place.
3. Skilled at working well with all types of people in a ministry and customer service setting.
3. Strong organizational events planning skills.
4. Proficient in organization and administration, graphic design and new media, social media, Adobe creative suite/cloud, Microsoft Office Suite (Excel, PowerPoint, Word, Publisher), and personal communication skills. A preferred understanding of website content management systems, worship planning software/online module, or the ability to learn. At least a general understanding and appreciation of music in a variety of worship styles.
5. Have an “eye” for artistry and production in the church setting.
6. Teach-ability, a willingness to learn, and full capacity for trust and confidentiality in the church setting.

Responsibilities:

1. The AA:CW provides full administrative support (includes but not limited to correspondence, event & trip planning, distribution and input of rolls, ticketing support, purchase of supplies and music, check requests) for the Associate Pastor: Worship & Communications, and the ministry of music & worship. The AA:CW also provides support as needed for the Production Director, Music Librarian and Preschool/Children's Choirs Coordinator.

2. Create appropriate communications pieces and messages for print and digital media, including presentations for worship and large-group gatherings. Consistently update website and social media sites alongside Associate Pastor: Worship/Communications.
3. Produce and publish weekly printed worship guide, digital church newsletter, music & worship ministry newsletter, screen shows, InfoMagic monitors, and emails.
4. Set-up and data input (Excel) for annual music, worship and technical budgets. Data input, processing, and filing of the Music Library.
5. Assist administrative/support team with phones, office reception during lunch breaks and vacations as needed and assigned by office manager.

Per annum proposal:

- **40 hours/week annually (with vacation/holidays in accordance to Personnel Policy & Practice Manual).**
- **Salary: \$22K-26K based upon experience**
- **Full benefits**