



## Administrative Assistant, Music and Worship Arts

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Reports To: Music and Worship Arts Director  
Prepared by: Human Resources

FLSA Status: Non-Exempt  
Date: July 2022

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### SUMMARY:

Alfred Street Baptist Church (ASBC) is excited to announce our search for our **Administrative Assistant – Music and Worship Arts (MWA)**. Our church has over 10,000 members and continues to grow “Building Disciples to Win the World for Christ.” ASBC has over 80 ministries to meet member needs. We seek top performers who can advance the work of the Lord. We seek people who have much to offer and are dedicated servants of God. We also seek those individuals who are upbeat, loyal, and resourceful and are dedicated to working to fulfill our mission.

This is a full-time position at the Alfred Street Baptist Church (ASBC) located in Alexandria, Virginia. The Music and Worship Arts Administrative Assistant will work closely with the Music and Worship Arts Director and MWA Program Coordinator providing administrative support to the Music and Worship Arts Ministry for worship services, special productions, and events.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates, schedules, and executes onsite/offsite, and virtual events to ensure smooth operations at a consistently high level of quality.
- Update master calendar for MWA Ministry directors and ensembles. This includes all rehearsals, audio/video recordings, services, events/appointments, and meetings.
- Provide support to the MWA team with event scheduling coordination in collaboration with Facilities and Worship Experience and Ministries departments.
- Serves as the primary point of contact with internal staff, external contractors, and vendors on any logistical related items for the MWA department.
- Monitors the progress of departmental financials; performance against the approved budget and, in consultation with the Music and Worship Arts Director, adjusts project plans and projections when needed.
- Update short and long-range project and production calendars of all ensembles. Schedule in Microsoft Teams and other databases. Ensembles include choral, instrumental, dance, and drama groups who rehearse and record weekly.
- Processes payment requests and invoicing and maintains related records for equipment purchases and vendor services.
- Manages the schedule and workload for all vendors and consultants for the department.
- Prepare local and out of state travel arrangements for ensembles and the Pastor, national, and international.

- Provide logistical assistance to the Program Coordinator for major events and concerts, on and off campus: off-campus venues such as the Kennedy Center, FedEx Field, Merriweather Post Pavilion, etc.
- Assists with planning and keeps records for MWA team meetings.
- Performs other related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Proficient using the latest versions of Microsoft Word, Excel, Microsoft Teams and PowerPoint, and knowledgeable in database software.
- Core work hours: Tuesday - Friday 9am-7pm, and available on some evenings and weekends.
- Detail-oriented, multi-tasking, time management and communication skills.
- Excellent communication and interpersonal skills both written and verbal.
- Excellent organizational, problem-solving, and time-sensitive skills.
- Ability to create positive working relationships with a diverse group of people and volunteers including gender, ethnicity, age, and cultural and skill level differences.
- Ability to work independently with minimal supervision.
- Professional, courteous, and friendly personality.
- Exceptional critical thinking skills.

#### **CORE COMPETENCIES REQUIRED:**

- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the organization; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Attention to Detail:** Consistently attends to the many small pieces, which must be assembled into an organization as a whole; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Communication** - the ability to listen to others objectively, paraphrase the content of the message, speak effectively, use various forms of written communication through written reports, etc.
- **Planning and Organization** - the ability to identify alternative courses of action, accommodate multiple demands and requests, prioritize, establish goals and follow through on fulfilling these goals, manage time effectively, and predict future trends and patterns.
- **Event Planning** - the ability to effectively plan programs, understanding what it takes to coordinate a successful event.
- **Critical Thinking Skills** - the ability to identify quickly and accurately the critical issues when making a decision or solving a problem, identify problems and needs, identify information sources appropriate to a problem or need, and formulate questions to clarify a problem.

#### **EDUCATION, CERTIFICATIONS AND LICENSES:**

- Bachelor's degree preferred.
- 3 years administrative experience, or equivalent combination of education and experience
- Previous experience in a church or non-profit desired.

*As a condition of employment, all employees hired after October 1, 2021 are required to be fully vaccinated for COVID-19 and able to provide proof of such vaccination.*

#### **APPLICATION PROCESS**

Qualified candidates should submit a cover letter, resume, and list of three references using our online application system.