

Assistant to Worship Director

Milestone Church
 Keller, Texas

Employment Type: P/T
 20 hours per week

Synopsis of Role

The Assistant to the Worship Director lends support to the Worship Director. Duties include, however are not limited to administration, assistance with family and event coordination as needed.

Principal Responsibilities

- Assist Worship Director as needed, administratively and personally.
- Complete weekly tasks as assigned and prioritized.
- Set up and manage details for schedule.
- Provide family support during services, meetings, and events on an as needed basis.
- Other duties may be assigned to meet further needs as they arise.
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Competencies Critical to this Position

<i>Core Competencies</i>	<i>Technical Competencies</i>
<ul style="list-style-type: none"> • Highly self-motivated • Pass a comprehensive background check. • Read, write and speak English proficiently. • Possess solid Biblical convictions that align with Milestone leadership. • Maintain a high morale with all other Milestone staff members. • Must possess a current TX DL with a clean driving record and have dependable transportation. • Demonstrate spiritual maturity and “good” character. • Ability to maintain confidentiality as related to the Worship Director and the family’s business. • Ability to work in a team and family environment. 	<ul style="list-style-type: none"> • Proficient knowledge of technology including church management systems, MS PowerPoint, MS Word, and MS Excel.

<ul style="list-style-type: none"> • Ability to complete assigned tasks in a timely manner. • Ability to handle change, delays, and unexpected events. • Ability to communicate effectively via email, in person, and one on one. • A love for kids and ability to communicate with them individually. • Proficient in conflict resolution skills both professionally and within family. • Strong leadership gift, and ability to work independently. 	
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<p>Education/Certification Requirements</p>
<ul style="list-style-type: none"> • Associates Degree • 1-2 years experience as an assistant.

<p>Key Performance Measurements</p>
<ul style="list-style-type: none"> • Maintain communication with Supervisor, Director, and other departments • Use daily, weekly, and , monthly measurements such as perform weekly audits, answer emails daily • The physical demands may include: sitting, walking, bending, stooping, twisting, and lifting up to 20 pounds as needed to fulfil job duties and requirements. • An employee’s duties and responsibilities may change. Milestone Church is growing and one or more of the job duties and/or job responsibilities in this job description may change as well as the job title.

This description outlines the basic tasks and requirements for the position noted. It is not a comprehensive listing of all job duties.

If you are interested in this opportunity, please send your resume and cover letter to recruiting@milestonechurch.com, Attn: Betsy Caswell

Milestone Church offers comprehensive benefit packages, which are regularly reviewed to maintain competitive levels. Salary will be based on work experience, education level and relevant skill sets.

We would like to thank all applicants, however, only those who qualify for an interview will be contacted.