

**Administrative Assistant to the Senior Associate Pastor  
of Worship & Creative Arts**  
Milestone Church  
Keller, Texas

Employment Type: F/T  
40 hours per week

### **Synopsis of Role**

The Administrative Assistant to the Associate Pastor of Worship & Creative Arts serves as the executive, confidential, trusted assistant to the Associate Pastor of Worship & Creative Arts at Milestone Church. The Administrative Assistant to the Associate Pastor of Worship & Creative Arts provides high-level support to the Associate Pastor of Worship & Creative Arts in a wide range of activities involving ministry assignments, project management, engaging as a liaison to other departments, and managing volunteers in the Worship and Production teams.

### **Principal Responsibilities**

- Assist Senior Associate Pastor of Worship & Creative Arts with day to day tasks
- Manage calendar, emails, and schedule for the Associate Pastor of Worship & Creative
- Attend meetings with Associate Pastor of Worship & Creative Arts to take notes
- Representative / Liaison to other departments for Worship team
- Manage the yearly Budget and work with Associate Pastor on yearly Creative budget.
- Complete expense reports for Associate Pastor of Worship & Creative Arts
- Manage onboarding and invoicing for all contractors
- Administration support for special events (Summer Splash, Joy, Easter, Christmas, Prepare)
- Manage all bookings and scheduling (meetings, special elements, video shoots & guest artists etc..)
- Order food, set-up food, and clean up for Monday Creative Meetings
- Plan and update Creative Outlook weekly
- Keep Executive Calendar updated
- Manage all projects within Worship Department - Manage project timelines and deadlines
- Update and manage F1 for volunteers
- Order food, set-up food, and clean up for Weekend Services
- Reserve and set up any rooms needed for worship team

<b>Competencies Critical to this Position</b>	
<b>Core Competencies</b>	<b>Technical Competencies</b>
<ul style="list-style-type: none"> <li>• Pass comprehensive background check.</li> <li>• Administrative ability.</li> <li>• Creative writing skills.</li> <li>• Strong biblical foundations.</li> <li>• Ability to be assertive and meet deadlines in a high-demand environment.</li> <li>• Ability to connect with and manage a team of people.</li> <li>• Experience discipling others in biblical values and life application.</li> </ul>	<p>Working knowledge of English grammar and the English language.</p>
	<p>Research experience.</p>
	<p>Proficient in MS PowerPoint, MS Word, and MS Excel.</p>

<b>Education/Certification Requirements</b>
<ul style="list-style-type: none"> <li>• Two years job-related experience.</li> </ul>

<b>Key Performance Measurements</b>
<ul style="list-style-type: none"> <li>• The physical demands may include: sitting, walking, bending, stooping, twisting, and lifting up to 20 pounds as needed to fulfill job duties and requirements.</li> <li>• An employee's duties and responsibilities may change.</li> <li>• 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.</li> </ul>

*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](mailto:recruiting@milestonechurch.com), Attn: Blake Campbell + Lisa Esquibel*

*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.*