

CREATIVE TEAM ADMINISTRATIVE ASSISTANT

Effective Date: July 2025

Title: Creative Team Administrative Assistant

Classification: Part- Time, Non-exempt (Hourly)

Compensation: \$17-\$20/hour

Benefits: As indicated in the Staff Handbook

General Purpose: This role provides vital administrative and organizational support to the Creative Team by helping ensure smooth execution of projects, meetings, and team workflows. The position enables the Creative Team to focus on ideation and content creation by managing logistics, communication, and day-to-day coordination.

Reports To: Creative Director

Works With: Creative Director, Worship Director, Executive Administrator, and other Administrative Assistants

Key Job Responsibilities:

- Manage the Creative Director and the Worship Director's calendars and schedule meetings, shoots, and planning sessions.
- Coordinate internal and external communications (emails, phone calls, follow-ups).
- Prepare meeting agendas, take notes, and track action items.
- Maintain organized records of project files, content calendars, and creative assets.
- Help track timelines and deadlines for media projects (videos, social media campaigns, graphics, etc.).
- Serve as a liaison between the creative team and other departments (worship, communications, children's ministry, etc.).
- Maintain project management tools, updating tasks and progress.
- Organize and coordinate shoots, including logistics like reserving rooms, arranging equipment, and confirming participants.
- Assist with social media scheduling or basic digital publishing.
- Update church databases and music databases as needed.
- Support the Worship Director with administrative tasks for Grace Family Christmas (including, but not limited to ticketing, waitlist management, reserving rooms, answering GFC related phone calls, etc.)
- Answer incoming calls and assist visitors to the Grace office.
- Other duties as assigned.

Qualifications:

Having 1 to 3 years' experience as an administrative assistant in a church or business environment is preferred. Background in music and/or having the ability to read music is preferred. The ideal candidate

is highly organized, detail-oriented, and proactive, with exceptional communication and time management skills. A background in administrative support, project coordination, or office management—ideally within a creative field—is strongly preferred. Proficiency in Microsoft Office, Google Workspace, project management tools (such as Asana or Trello), and a basic understanding of media production or social media workflows is ideal. Must demonstrate the ability to manage multiple priorities with discretion and professionalism, while contributing positively to a collaborative team environment. Must be able to handle sensitive information in a confidential manner. Ascribes to the Grace Presbyterian Church Statement of Faith and Core Values.

Review: Reviewed annually