



Job Description

Job Title

Traditional Music & Arts Administrative Coordinator

Job Relationships

Supervised by: Director Of Traditional Music & Arts

Position Summary

The purpose of the Administrative Coordinator is to assist the Director of Traditional Music & Arts in the implementation of the Music Ministry at Asbury. This position is partially responsible for the coordination and management of the traditional Music Ministry volunteer team.

The Administrative Coordinator will assist in the implementation of the weekly worship plans and coordinate the logistics of Sunday morning worship services. This position will also participate in Traditional Music & Arts staff meetings and worship planning meetings, while also managing and recruiting volunteer teams for the various aspects of traditional worship. They will also need to order music and worship supplies throughout the year, while keeping current with budget requirements and reconciling accounts monthly.

Currently, our worship planning software platform is Planning Center Online (PCO). The Administrative Coordinator will also need to maintain and update the PCO database, and ensure that volunteers and team information stays current and is routinely purged of outdated information. Our CCLI licensing requires periodic reporting from each ministry. The Administrative Coordinator will be responsible for all licensing reporting required for Traditional Worship. AsburyCentral is our current form of communication within the Asbury community. Volunteers and serving positions must be updated and maintained consistently.

The Traditional Music & Arts Administrative Coordinator will be part of a larger administrative team, which will require attendance at monthly admin meetings. This admin team will consistently collaborate to continually improve diverse systems and processes.

Qualifications

Education and Experience:

- High School diploma required: BS/BA desired
- One year experience (paid or volunteer) in a church ministry
- At least one year previous experience in administrative role.

Knowledge, Skills, and Abilities:

- Solid grounding in Scripture; evidence of a vital and growing relationship with Jesus Christ
- Solid knowledge of MS Office (and Apple) products
- Excellent communication skills both verbal and written
- Self-starter that can work both independently, and as part of a team
- Ability to multi-task and prioritize work, excellent time management skills

Working Conditions

Part time (25 hours per week), hourly