



# MISSION HILLS CHURCH

REAL. MESSY. NEW.

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## WEEKEND EXPERIENCE ADMINISTRATIVE ASSISTANT

Department : Weekend Experience

Direct Report : Weekend Experience Pastor

Position : Full-time

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### PURPOSE OF POSITION:

To assist the Weekend Experience team in the administrative duties of the Weekend Experience department while supporting the implementation of the vision, mission and core values of Mission Hills Church. Assist with other general administrative office work as needed.

### QUALIFICATIONS:

- Earned degrees and/or other credentials that have equipped them for the duties of the role
- Alignment with the vision, mission, core values, and doctrinal statement of Mission Hills Church
- Models strong Christian character, integrity, vibrant relationship with Christ and lives out biblical truth
- Ability to think ahead
- Ability and desire to work with Creative Arts team
- Ability and desire to work with volunteer leaders and volunteers
- Possesses characteristics of a team player, humility, a servant's heart and active learner who is flexible
- Possesses strong partnering skills, strong organizational skills and strong communication skills
- Serves as a self starter, a contributor and servant leader
- Experience in administration of multiple facets of office responsibilities
- Education and/or experience in typing skills, computer skills, telephone skills, and accounting skills
- Knowledge of Word, Excel, Outlook, Arena, ProPresenter and Planning Center Online
- Willingness to learn new programs
- Ability to design creative communication pieces & work with Communications team to produce material
- Previous experience in worship ministry and technical services (preferred)

### RESPONSIBILITIES:

- Ability to input relevant lobby slides and weekend worship slides into ProPresenter
- Oversee and maintain greenroom including cleaning and providing snacks/drinks
- Ability to organize Planning Center software so that charts and profiles are accurate
- Research for the acquisition of new stage designs and sermon props
- Support and work with volunteer coordinator in all aspects of communion & care offering
- Work with Guest Services Director decorating for Easter and Christmas seasons
- Keep WE team up to date on volunteers' birthdays, sickness, and anniversaries
- Update and maintain the WE team social media pages (Facebook, Instagram, etc)
- Work with Sermon Planning Team to strategically think through & plan sermon series and Christmas/Easter themes
- Assist Staff Development Director with graphic/screen needs for weekly staff Huddles