

# Job Description

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| Job Title: <b>Creative Dept. Administrative Assistant</b>    | Department: Creative      |
| Reports To: Worship Pastor, Creative Director, Tech Director | Status: <b>Non-Exempt</b> |

## LEADERSHIP AND CHARACTER QUALITIES

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- The Creative Department Administrative Assistant is a fully committed follower of Jesus who is obedient to His truth, being transformed by His Spirit, and is engaged in His mission.
- The Creative Department Administrative Assistant shows evidence of the 4 C's: Calling, Character, Competency, and Chemistry.
- The Creative Department Administrative Assistant is in full alignment with the mission, vision, values, and ministry strategy of Lake City.
- The Creative Department Administrative Assistant is a leader of leaders who carries culture, builds teams, equips people, and empowers them for significant work.
- The Creative Department Administrative Assistant maintains good personal hygiene and appearance appropriate for church and office environments.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

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### CORE RESPONSIBILITIES:

1. Provide administrative support to the Creative Director, Worship Pastor, and Technical Director to ensure smooth planning, communication, and execution of weekly gatherings and special events.
2. Manage schedules, calendars, and deadlines related to rehearsals, meetings, production timelines, and creative deliverables.
3. Maintain accurate and up-to-date information in Planning Center related to Creative Arts, Worship, and Production teams.
4. Serve as a central communication hub for Creative Arts and Production-related information, requests, and updates.
5. Assist in preparation, organization, and follow-up for weekend gatherings, special events, and seasonal initiatives.

### GENERAL RESPONSIBILITIES:

- Coordinate and distribute schedules for rehearsals, volunteer teams, and meetings in collaboration with the Worship Pastor and Technical Director.
- Prepare, organize, and distribute run sheets, service orders, and planning documents as directed by the Creative Director.
- Manage Planning Center workflows including team scheduling, service plans, block outs, and communication.
- Assist with volunteer communication including confirmations, reminders, and follow-up messages.
- Track and help manage Creative Arts and Production-related requests to ensure timely completion.
- Organize digital files, documents, graphics, videos, and other assets to ensure easy access and consistency.
- Assist with event preparation including printing, coordination, room setup details, and logistics support.
- Take notes in meetings as needed and distribute action items and follow-ups to relevant team members.
- Help prepare purchase requests, invoices, receipts, and basic budget tracking as directed.
- Support onboarding processes for new volunteers and team members (forms, access, scheduling, documentation).
- Maintain clear documentation for systems, processes, and recurring tasks.
- Provide administrative and logistical support for conferences, worship nights, special services, and churchwide events.
- Communicate clearly, professionally, and promptly with staff, volunteers, and outside partners/vendors as needed.
- Protect sensitive information and handle all communication with discretion and integrity.
- Assist other administrative staff with special projects or tasks as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

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- Strong organizational and administrative skills with excellent attention to detail.
- Ability to manage multiple priorities and deadlines in a fast-paced, team-oriented environment.
- Clear written and verbal communication skills.
- Proficiency with Planning Center.
- Ability to learn and navigate creative and production workflows.
- Comfortable working with volunteers of varying ages in a multigenerational context.
- High relational intelligence with a servant-hearted posture.
- Self-motivated, dependable, and proactive.
- Ability to maintain confidentiality and exercise good judgment.

**ADDITIONAL RESPONSIBILITIES**

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- Performs other duties as assigned by the Lead Pastor or Executive Pastor.

**SALARY RANGE**

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- Part Time (20 hours)
- \$18.00 to \$25.00 depending on experience.

Apply by submitting a cover letter and resume to [mitche@lakecity.church](mailto:mitche@lakecity.church)