



**Job Title:** Administrative Associate  
**Reports To:** Worship Arts Pastor  
**Status:** Exempt/Salaried Full Time  
**Prepared By/Date:** Dean Henderson 2/03/25  
**Approved By/Date:** Candace Dellinger 2/03/25

### **Position Summary**

The Administrative Associate is involved in a wide range of support responsibilities inside the Worship Arts Ministry, including all administrative needs dealing with the preparation of music and materials needed for all rehearsals and preparation for all Sunday services and special worship events. An important aspect of this role is also to serve as an administrative assistant for the Worship Arts staff (Worship Pastor, Instrumental Director, and Contemporary Worship Director) and all associated ministries, and serve as the first face in all communication to the members of all Worship Arts Ministry Groups and the church at large. Also assists Shepherding Pastor administratively.

### **Roles and Responsibilities**

- Assist with day to day needs of the Worship Arts Department
- Manage calendars, budgets, and attendance for all areas of the Worship Arts Department
- Prepare music and resources for all rehearsals and events of Worship Arts
- Accurately communicate timely information to all members of Worship Arts Teams and staff as needed
- Prepare and coordinate logistics and groups for all rehearsals, Sunday services, and special worship events
- Assist with day to day needs of the Shepherding Pastor, and all care groups associated with that department.
- Coordinate Pre-Marriage Counseling assignments and calendaring for ECBC weddings, baby dedications, end of life services and other service elements
- Serve on Sunday mornings, Wednesday evenings, and special worship events to help rehearsals and services go smoothly
- Assist with the development of broader Worship Arts Creative Team
- Serve administrative needs of the East Cooper Arts Academy

### **Qualifications and Requirements**

- Affirm East Cooper Baptist Church's Statement of Faith and commit to exhibit a lifestyle that is consistent
- Willing to become a member of East Cooper Baptist Church
- 1-2 years experience as an Administrative Assistant or relevant administrative position
- Excellent computer skills on the following software (or willingness to learn) (Google Suite, Planning Center, Indesign, and Adobe Suite)
- Music knowledge, music experience, or music degree
- Ability to work independently and remain calm under pressure
- Excellent communication and organizational skills
- Flexible and creative
- Meticulous attention to detail