



Title: Worship/Media Administrative Assistant	Prep/Revised Date: December 2025
Reports To: Worship Pastor	Direct Reports: N/A
FLSA /Hours: Non-Exempt / 20 Hours	Campus: Fort Collins

Summary

The Worship Administrative Assistant serves the Worship Pastor, Media Director, and their prospective departments to administratively support a wide variety of needs across the Worship and Media ministries.

Duties & Responsibilities

- Answer and route phone calls and messages as appropriate.
- Schedule appointments and meetings for Worship Pastor/Media Director and record any information needed via minutes etc.
- Set up, organize, and maintain all Worship and Media department files.
- Manage the Worship Pastor and Media Director calendars.
- Perform necessary preparations for upcoming events.
- Generate and submit room/auditorium reservations for meetings and events through Church Community Builder (CCB) and/or Planning Center Online (PCO).
- Assist in the development of brochures, posters, and flyers.
- Understand and process check requests, invoices, and internal account transfers.
- Assist in balancing/managing Worship and Media Department budgets.
- Be a point of contact for any director, coordinator, leader, ministry assistant, and volunteer that may require assistance within the Worship and Media departments.

Skills/Qualifications

- Comfortable/Proficient in Microsoft Office Suite applications, Planning Center Online, and CCB.
- Must have basic mathematical skills, knowledge of basic budgeting, and expense monitoring.
- Must have interpersonal skills, ability to work with people, communicate clearly and effectively on the telephone, e-mail, and in person, demonstrating tact and diplomacy.

Education and/or Experience

- High School diploma or GED.
- One year of relevant experience is preferred.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

Please Note: you must submit all requested items to be considered for employment. You do not need to complete the S.H.A.P.E Assessment unless specifically asked.

Position Details: Part-Time.

Hours: 20+ hours per week. Timberline Office Open Monday – Thursday 8:30 AM – 5:00 PM; specific hours determined by Supervisor.

Compensation: Non-exempt. \$19.00 per hour.

Benefits Include: Paid sick leave.

[CLICK HERE TO APPLY](#)