



<b>Title: Worship, Media, MarCom Administrative Assistant</b>	<b>Prep/Revised Date: May 2026</b>
<b>Reports To: Worship Pastor</b>	<b>Direct Reports: N/A</b>
<b>FLSA/Hours: Non-Exempt/20+ Hours</b>	<b>Campus: Fort Collins</b>

### Summary

The Worship, Media, MarCom Administrative Assistant serves the Worship Pastor, the Media Director and the Marketing/Communications Director (and their respective departments) to administratively support a wide variety of needs across all three ministries.

### Duties & Responsibilities

- Answer and route phone calls and messages as appropriate.
- Schedule appointments and meetings for Worship Pastor and 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 Media Director and MarCom Director calendar.
- Manage all subscriptions across the Worship, Media and MarCom departments.
- Manage and coordinate the scheduling of photographer/videographer for all MarCom needs.
- Assist MarCom in the printing and distribution of internal communications in the form of bulletins, on campus advertisements, etc.
- 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.
- Is a point of contact for any director, coordinators, leaders, ministry assistants, and other volunteers 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, and knowledge of basic budget 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

- 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, Monday-Thursday. Schedule may vary depending on need, please speak with your supervisor for more details.

Compensation: Non-exempt. \$16.00-19.00 per hour, depending on relevant experience.

Benefits Include: Paid sick leave.

**[CLICK HERE TO APPLY](#)**