

WORSHIP & COMMUNICATIONS ADMINISTRATIVE ASSISTANT

Full-time
Pay commensurate with training and experience

OVERVIEW

Peace Church is seeking a full-time Worship & Communications Administrative Assistant to provide administrative and organizational support for the Worship Ministry and Communications Arts Team.

This role keeps projects, events, volunteers, calendars, and content moving efficiently while ensuring deadlines, details, and communication remain clear.

FUNCTION

The Worship & Communications Administrative Assistant provides administrative and organizational support for the Worship Ministry and Communications Arts Team, including ongoing maintenance of Peace Podcasts.

ACCOUNTABILITY

The Worship & Communications Administrative Assistant reports directly to the Worship Pastor.

QUALIFICATIONS

1. A growing relationship with Jesus Christ and agreement with Peace Church's statements of faith.
2. Actively support the mission, vision, and leadership of Peace Church.
3. Humble, hungry, and people-smart.
4. Strong organizational skills, attention to detail, communication, and time management.
5. Discretion, adaptability, and proactive problem-solving.
6. Able to independently organize and execute recurring projects, manage competing deadlines, follow through on details, and keep the larger ministry picture in view.
7. Comfortable using Microsoft or Apple productivity tools, Planning Center, Asana, and other ministry technology.

RESPONSIBILITIES

A. Communications Arts

1. Oversee Planning Center Registrations, Calendar, and Publishing, including event creation, scheduling, and maintenance.
2. Manage communication requests and the Communications Arts calendar in Asana; build plans, track timelines, and keep projects on schedule.
3. Update weekly welcome-loop and announcement slides; monitor social messages and general communications inquiries.
4. Coordinate team meetings, calendars, event logistics, print orders, invoices, expenses, and budget tracking.
5. Help uphold Communications Arts standards across ministry channels and support major events and ongoing projects.
6. Support the ongoing maintenance of Peace Podcasts, coordinating content updates and recurring administrative tasks.

B. Worship Ministry

1. Maintain worship calendars, rehearsal schedules, special-event timelines, Planning Center records, song libraries, volunteer information, and ministry documentation.
2. Coordinate volunteer schedules, reminders, onboarding, applications, background checks, training resources, orientation, and follow-up.
3. Manage worship projects and recurring tasks in Asana and coordinate calendars and meetings for the Worship Pastor and ministry leadership.
4. Support worship nights, conferences, seasonal services, Sunday logistics, team gatherings, hospitality, and volunteer appreciation.
5. Prepare agendas, capture notes, track action items, and maintain ministry systems, documentation, and standard operating procedures.

C. Professional Expectations

1. Participate fully in Peace Church staff life and significant church events.
2. Be or become a member of Peace Church.
3. Exhibit character consistent with Christian leadership.