

**Job Title:** Worship Experience Administrator

**Reports to:** Director of Worship Experience

**Classification:** Part-time, non-exempt, 20 hours per week onsite (flexible scheduling)

**Position Description:** The Worship Experience (WE) Administrator is a catalyst for the Guest Experience and Worship and Arts ministry teams. The WE Administrator will provide day-to-day administrative and operational support, assisting in the implementation of the team's goals and objectives.

**General Expectations:**

- Live out Calvary's mission, priorities and prayer, applying them in your personal and professional life with vigor and excellence.
- Operate as an accountable, authentic, caring, collaborative, team-first staff member, encouraging, praying for and building up co-workers, volunteers, congregants and guests.
- Be intentional about one's spiritual growth and development.

**Key Responsibilities:**

- Schedule Worship and Guest Experience volunteers and staff, assisting in training.
- Process music and worship team expenses, manage/reconcile team budget, input relevant data to Planning Center and Elexio and record/track relevant team metrics.
- Record Worship Experience team meetings and manage next steps and action items.
- Serve as the point of contact for groups participating in worship related events.
- Provide administrative support for the Director of Worship Experience.
- Other duties as assigned

**Qualifications, Skills and Knowledge:**

- High school diploma or GED equivalent
- Proficiency working with the Google Suite (Gmail, Docs, Sheets, etc.)
- Basic understanding of budget management and payroll processing
- Experience with Planning Center Online preferred
- Excellent interpersonal communication both written and verbal (one-on-one and via phone)
- Social Media guru