

PROVIDENCE

Position Description: Administrator & Creative Assistant
Proposed: Spring 2023

POSITION FOCUS

The Providence Administrator and Creative Assistant serves the pastoral staff and extends the mission of the church by “getting stuff done.” An effective administrator manages a wide variety of tasks and projects with efficiency, excellence, and joy. Additionally, an effective creative assistant helps to capture, produce, and distribute quality content (e.g., written, audio, video). Spiritual gifts in serving and administration are paramount. You will be part of the Providence staff team, engaged in the overall mission of the church, and report directly to the Executive Pastor (Kendal Haug).

ESSENTIAL FUNCTIONS

Oversee aspects of church administration and ministry coordination

Communication

- Manage and operate the admin email account
- Send out weekly emails and all church-wide communication through Mailchimp
- Respond to, assign, and track contact cards from Sunday
- Oversee and maintain church database, helping to better integrate/utilize it in all areas of our church
- Website: Maintain the functionality and freshness of providenceaustin.com (update all current pages/content, build future pages, upload weekly sermon audio, etc.)
- Social Media: Create, maintain, and improve the positive and professional social media presence of Providence Church (Instagram, Facebook, etc.)

Event & Program Coordination

- Coordinate, manage, and help execute events (e.g., membership meetings, baby blessings, baptisms, women’s events, equipping times, retreats, aspects of our Sunday gathering, etc.)
- Manage and coordinate ongoing programs and certain ministry initiatives (e.g., a service opportunity, new member process, hospitality team, etc.)
- Assist in coordination and execution for Sunday gathering and special events (e.g., retreats, conferences, classes, receptions, etc.)

Pastoral Assistance

- Varying duties and special projects as assigned by the pastors

Oversee aspects of creative media production

Graphic Design

- Help manage the monthly load of contracted projects
- Serve as “in house” graphic designer for smaller tasks that require a short turnaround
- Assist in the publication, production, and distribution of all deliverables

ESSENTIAL COMPETENCIES & APTITUDES:

- *Gospel fluency:* You can articulate the gospel, are personally growing in the gospel, and can apply the gospel to real life situations. You understand the centrality of the gospel in all that we do as a church.
- *Emotional Health:* Your identity is rooted in Christ. You are not afraid to fail, able to give and receive constructive feedback, and not governed by the approval of others. You seek to resolve conflict in a timely manner. You are able to articulate needs, but also to focus on the needs of others.
- *Relational warmth and teamwork:* You are comfortable relating to a wide variety of people. You are aware of how people experience you, both as a representative of Jesus and of the church. Strong interpersonal, communication, relationship skills. You can work with members and volunteers, as well as the Providence staff, to effectively achieve objectives and minister to people.
- *Communication:* You have effective skills in written communication. You can write with clarity and relational warmth.
- *Commitment to excellence:* Detailed oriented with high standards of excellence. Humble and open to receiving and implementing feedback.
- *Self-starter:* Take the initiative and be aware of what is/isn't happening around you and take action. High level of responsibility, hard worker
- *Technical Knowledge:* Proficient in essential tools and technologies (e.g. web, email, Word, Excel, Mailchimp, Planning Center, Google Docs, Asana, etc.). You have experience with general design principles and specific design tools (primarily Adobe Creative Suite and Figma).
- *Project Manager:* Ability to take a project from start to finish with minimal supervision (see the problem, make a plan, execute the plan). Ability to collaborate with and get the best out of others. A leader in decision making and executing. Plays the role of quality control. Proficient in resolving conflict.

HOW WILL I BE EVALUATED?

- On the quality and consistency of Providence's communication efforts (email, social media, web, etc.).
- On your ability to manage assigned projects and bring them to completion on time and with excellence.
- On your ability to work well alongside others in a collaborative team environment.
- On your ability to work under the vision and leadership of the pastors.
- On your time management, delegation (when necessary), and involvement of volunteers.

EXPECTATIONS & COMPENSATION:

- 40 hours per week
- Salary range: \$45-\$55k gross salary
- Full health and dental benefits (if needed)
- 2 weeks vacation per year (flexible for personal/family things that come up)