



## **Shallowford Presbyterian Church: Administrative Assistant for Music Ministry**

**General Overview:** The Administrative Assistant for Music Ministry is responsible for supporting Shallowford's three Music Directors in their music ministries with children, youth, and adults. The ideal candidate must have excellent communication and interpersonal skills. He/she/they must be self-motivated, detail-oriented, well-organized, and have a positive mindset. A knowledge or past experience in music programs, choral or church groups, and the workings of music ensembles (brass, winds, choral groups, school music programs) is a plus.

**Status:** Part Time (15 Hours per week)

**Supervisor:** Director of Music Ministry

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

Administrative support for the music directors as needed, including creating, managing, and sending print and electronic mailings and filing.

Interacting positively with staff, volunteers, and church/community members, particularly the parents of choir members in the children and youth choirs.

Keeping organized records of all choirs (children, youth, adult, bell choirs, musicians) attendance and events, coordinating with other administrative staff as needed.

Managing registrations and payments for events, such as Chapel Choir Tour, Chancel Choir Retreat, Children's Worship & Music Conference, the annual Evergreen Tree Sale, and other trips and events as needed.

Serve as a member of the administrative staff team, providing cross-coverage as needed.

### **SKILLS REQUIRED:**

Proficiency with MS Office (particularly Excel and Word) and Google Suite (Gmail, Calendar, Google Drive). A working knowledge of MailChimp and Signup Genius is a plus.

Excellent written communication skills; ability to produce error-free written communications.

Excellent verbal communication skills; ability to interact respectfully and productively with a wide range of persons.

Planning, time management, and initiative. Creativity, flexibility, and problem-solving. Ability to learn new online scheduling and communication platforms quickly.

Minimum of 2 years of administrative or related experience preferred.

### **PREFERRED SKILLS:**

Familiarity with choirs, orchestras, and the ability to read musical scores.

**Submit Cover Letter and Resume to [sward@shallowford.org](mailto:sward@shallowford.org)**