

First Presbyterian Church of Orlando

Job Title: Coordinator, Worship Arts
Department: Worship Arts
Classification: Full-time hourly (non-exempt)
Schedule: Sunday- Thursday
Pay: \$17.00- \$17.50 per hour

Job Summary

Reporting to the Director, Worship Experience and Events and the Worship Director, this role is responsible for providing coordination and logistical support of worship and music related services. This individual will also support the meetings, events, and special projects for the department leader and related teams. In addition, this role supports the processing and reporting of financial information including supplies, budgeting items, and the payment of subcontractors. High attention to detail and ability to work with confidential information is required.

Major Tasks, Responsibilities and Key Accountabilities

- Provides administrative support; coordinating a variety of activities, ensuring they are executed well, and keeping all parties informed of progress
- Serve as liaison between Worship Arts and other ministry teams
- All technology requests, supply ordering, work space coordination, and the sourcing of logistical needs
- Key point person for Sunday morning worship schedule, regular occurring meetings, and special events.
- Special emphasis on the key events and worship services surrounding Christmas, Holy Week, and Easter.
- Generates departmental correspondence and/or reports; utilizing CRM and other technology
- Manage expense reports, check requests, and related receipts and documentation
- Assist Worship leader with music library and choir related activities. This may include choir workshops, rehearsals, and special events requiring outside musicians.
- Screens, prioritizes and directs incoming calls and mail correspondence, taking appropriate actions as necessary
- Able to manage calendars, coordinate meetings, and assist with setting up appointments for department leader and members of team

- Will be involved as primary point person for special projects and events
- Other duties as assigned

Desired Gifts/Qualifications

- Strong organizational, communication and interpersonal skills
- Intermediate to advanced proficiency with Google Office Suite
- Able to support and communicate the vision, mission and values of FPCO
- Ability to work well with volunteers, staff, and congregation members
- Ability to work independently, take initiative, prioritize workload and meet deadlines
- Team player, willing to assist coworkers and other departments as needed
- Two or more years of experience as a Coordinator/Administrative Assistant is strongly preferred
- Must have a relationship with Jesus Christ and commitment to a biblical lifestyle, as defined by the FPCO Statement of Biblical Standards for Christian Leaders

Work Environment

- The employee is occasionally required to stand, walk, sit, stoop, kneel, crouch, or crawl when interacting with children
- Able to lift 25 pounds on an occasional basis
- The noise level in the work environment is usually moderate, sometimes loud (music from worship band/musical instruments and/or children)

Interested parties can submit their cover letter and resume to Tamara Muhlbach at tmuhlbach@fpc.org