

# Administrative Assistant Job Description

## [The Center for Worship & Music Studies](#)

June 9<sup>th</sup>, 2016

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- Title** Administrative Assistant
- Objective** The Administrative Assistant will be responsible for a variety of tasks to enable the Executive Director to focus on teaching, developing curriculum, working with instructors, advancement, and promotion of ministry partner relationships.
- Summary** Under the supervision of the Executive Director, the Administrative Assistant will oversee day-to-day operations and logistics out of The Center's office in Minneapolis.
- Duties** Communications & correspondence; office management; handling advance logistics for classes and being present for coordination at sites when classes are held; helping prepare course catalogs; processing checks received, preparing bank deposits, and working with the bookkeeper, as needed; working with volunteers and supporting the efforts of the Board of Directors; working with The Center's learning management system and donor database; additional tasks as needed.

### ***Required Skills, Knowledge, & Competencies***

- Positive and pleasant interpersonal communications
- Well-developed organizational skills
- Advanced writing abilities
- Computer proficiency
- Familiarity with Microsoft Office applications
- Basic web design (HTML competency a plus)

### ***Helpful Skills, Knowledge, & Competencies***

- Experience with Adobe Photoshop and InDesign
- Familiarity with the Evangelical Lutheran Church in America
- Previous theological or religious studies (grad or undergrad)
- Knowledge of church music

**Hours** 20 hours/week (may be increased depending on needs)  
*Days and hours are flexible and will vary. Some weekends will be required when classes are in session.*

**Salary** \$15,000-18,000, depending on qualifications and experience

**Benefits** 401k retirement plan

**Start Date** July 11<sup>th</sup>, 2016

**[Request information about how to apply for this position.](#)**

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