



BELLEVUE PRESBYTERIAN CHURCH

Job Title	Department	Reports to	Status	Start Date
Administrative Assistant for Sanctuary Music +Worship	Music + Worship	Scott Dean, Director of Music + Worship	Full-Time (40 hours/week) Non-exempt	ASAP

Our Roadmap: Where BelPres is Going

BelPres is committed to bring Jesus' healing wherever we live, work, play, and learn. To do this, we are focusing on four areas: community, discipleship, racial justice, and equipping and empowering youth and young adults. We strongly desire to reflect the kingdom of God and therefore encourage a diverse pool of applicants. We act because we believe. We love because we are loved by God.

The Impact You'll Be Making

As an integral member of the Music + Worship Team, you will provide administrative support to the Music + Worship Ministry of BelPres by implementing and maintaining administrative systems, utilizing high-level skills in the performance of administrative support and operational support functions. You will organize department workflow and provide guidance to part-time clerical volunteers. You will manage department communications with hundreds of musicians in various ensembles, as well as with other BelPres staff. You will manage payroll for part-time musicians. This position is also responsible for supervising filing systems and preparing and recording accurate reports, summaries, and data.

Who We Are Looking For

Skills & Knowledge

- Personal and growing commitment to Jesus Christ and a commitment to the mission of BelPres
- Well-organized, with excellent attention to detail
- Ability to maintain prescribed routines and practices but also flexibility in dealing with non-routine projects with minimum specific instructions
- Excellent written and verbal communication skills, proofreading skills preferred
- Proficient computer skills with knowledge of Microsoft Suite and ability to quickly learn web-based programs
- Experience with Planning Center preferred
- Functional knowledge of sheet music required
- Minimum 2 years of prior office experience

Culture

- Culture of Service: I look for ways to help, I make myself available, I am part of the solution
- Culture of Honor: I honor and love others, even in disagreement
- Culture of Stewardship: I do the one best thing as opposed to several good things to avoid waste
- Culture of Discipleship: I teach, I am taught, I develop people, and I give ministry away

How To Apply

Please fill out an application (found at belpres.org/jobs) and submit it along with your resume and cover letter to:
Scott Dean, Director of Music + Worship - sdean@belpres.org
 1717 Bellevue Way NE / Bellevue, WA 98004