



# Community of Christ

## International Headquarters Position Description

<b>Date</b>	October 9, 2018
<b>Title</b>	2019 World Conference Worship Support Assistant
<b>Education Requirements</b>	High School Diploma or equivalent
<b>Experience Required/Desired</b>	Entry Level
<b>Immediate Supervisor</b>	Ginny Miller
<b>Employment Status</b>	<input checked="" type="checkbox"/> <b>Full Time</b> (40 hours per week) <b>Temporary</b> <input type="checkbox"/> <b>Part Time</b> (20 hours or more per week) <input type="checkbox"/> <b>Part Time</b> (under 20 hours per week)

<b>Summary of Position</b>	Temporary staff assistant to support office functions and work overload caused by World Conference worship responsibilities. Temporary full-time position. The position will run January through April, 2019.
<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>• Advanced computer skills utilizing Microsoft Office products (Word, Excel, and PowerPoint)</li> <li>• Excellent interpersonal skills and ability to interact with individuals both inside and outside of the organization</li> <li>• Excellent written and verbal communication skills</li> <li>• Dependable attendance and strong work ethic</li> <li>• Excellent organizational skills and attention to detail</li> <li>• Relies on experience and judgment to plan and accomplish goals but is also creative and open to discovery of new ways to achieve objectives</li> <li>• Ability to work across the multiple languages and cultures of the Community of Christ, communicating professionally while remaining unbiased and data driven</li> </ul>
<b>Competencies/Skills</b>	<ol style="list-style-type: none"> <li>1. Action oriented</li> <li>2. Approachability</li> <li>3. Creativity</li> <li>4. Customer Focus</li> <li>5. Function/Technical Skills</li> </ol>

	<b>6. Learning on the Fly</b> <b>7. Problem Solving</b>
<b>Supervisory Responsibility</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Other Duties</b>	<b>Primary responsibility is to function as worship support person in preparation prior to and during World Conference 2019. Entry-level support assistant work may include: preparation of documents using Word, Excel, or PowerPoint and worship service support. May include secretarial support for executives. Other duties, responsibilities and activities may be assigned when necessary.</b>
<b>Registered Youth Worker</b>	<b>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date.</b>
<b>Ministerial Status</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Overtime Status</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt



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*This job description is approved by the following:*

<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
Immediate Supervisor <b>Ginny Miller</b>		
Director <b>Jane Gardner</b>		
Director, Human Resource Ministries <b>Matthew Frizzell</b>		
<i>Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.</i>		
Employee		