

## JOB DESCRIPTION

### Small Group/Music Administrative Assistant

#### POSITION SUMMARY:

The Small Group/Music Administrative Assistance will work with both the Duke Catholic Center Director of Small Groups and the Director of Music. The intern will assist data input and maintaining our database system as well as calendar for both music events and small group events.

#### RESPONSIBILITIES:

- Mange Google Sheets and Airtable database for Small Groups and Music Ministry.
- Meet with Small Group Director with weekly updates of attendance, registration, etc.
- Update and manage the one-on-one tracking sheet.
- Update and track leadership training invites, responses, and sign ups.
- Organize Small Group Leader (SGL) meeting materials.
- Manage individual SGL emails.
- Invite and manage Hike and Movie night responses.
- Coordinate plan for SGL guide: assignments to staff, tracking completion, and submitting to Dir. of Communication.
- Organize PDFs for Music Ministry orchestra parts.
- Locate YouTube links for upcoming music pieces and prepare email blast.
- Manage and schedule future worship aid content.
- Other duties as assigned.

#### QUALIFICATIONS:

- Creative self-starter who is comfortable with both taking initiative and working in collaboration.
- Strong written and verbal communication skills.
- Detail-oriented and organized.
- Excellent skills with Excel, Pages and Word.

#### PAYMENT:

- \$11.00 per hour
- Every two weeks

#### TIME AND TERM OF EMPLOYMENT:

- August 23 to Dec 17, 2021; January 5 to May 6, 2022.
- Minimum of 8, Maximum of 15 hours per week, every week; flexible scheduling of work hours.
- Duties to be carried out at specific times agreed upon by the student and the Director of Small Groups and Director of Music on a weekly basis.
- Office location will be at the Duke Catholic Center's offices in the Falcone Arena House and the third floor of Page Building on West Campus. Duties require student to travel around East Campus and West Campus. Student is responsible for all travel to and from.
- At times, the student could be asked to attend specific events to help with set up and/or clean up.