

# OAKHILLS

## C H U R C H

**Our Mission:** *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

**Our Values:**

- Unity:** We seek to promote unity in the Body of Christ
- Grace, Truth and Faith:** We offer grace, stand for the truth, and live by faith.
- Family:** We embrace the family as the core teaching and discipling center.
- Inclusivity:** We invite all people to belong to Christ’s community regardless.
- Every Believer a Minister:** We view every believer as a minister.
- Prayer:** We seek God in all decisions through prayer.
- Neighborhood:** We organize our efforts around neighborhoods.

<b>Job Title:</b>	<b>Production Arts Assistant</b>	<b>Status:</b>	Part-Time (24 Hours)
<b>Department:</b>	Communication Arts	<b>FLSA:</b>	Non-Exempt
<b>Reports to:</b>	A/V Systems Director	<b>Job Class:</b>	Para-Professional
<b>Direct Reports:</b>	None	<b>Minister Designation:</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>Work Week:</b>	TU-TH, Occasional Weekends	<b>Driving:</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

**I. Job Summary:**

This position is responsible for providing administrative support for the Central Support Audio/Visual Systems Team and Production Team at Oak Hills Church (OHC) and the assigned campus. This position is assigned to the Crownridge Campus.

**II. Primary Duties and Responsibilities:**

1. Coordinates the volunteer on-ramp process and conducts “First Look” tours for potential volunteers.
2. Maintains volunteer records including the volunteer commitment form, online information form, Planning Center Online, and The Rock.
3. Produces periodic reports including volunteer schedule reports and financial reports.
4. Processes reimbursements, and keep records of expenditures.
5. Assists with event planning, implementation and assessment of activities, meetings, trainings and special events.
6. Attends Life with Oak Hills to speak on behalf of Production Arts.
7. Other duties and responsibilities as assigned.

**III. Minimum Qualifications:**

1. High School or General Education Development (GED) certificate.
2. Two (2) years of para-professional, bookkeeping, or administrative experience.
3. Prior experience working with volunteers in a church environment (preferred).

**IV. Knowledge and Abilities:**

1. Knowledge of Knowledge of principles of organizational and administrative practices.
2. Knowledge of audio visual hardware and terminology.
3. Knowledge of computer office applications and equipment.
4. Knowledge of basic accounting principles.
5. Knowledge of English grammar and vocabulary.
6. Knowledge of research and arithmetical methods.
7. Ability to work independently with limited supervision.

8. Available to work with occasional flexibility in schedule.
9. Ability to discern and maintain confidentiality.
10. Ability to communicate clearly and effectively through both verbal and written means.
11. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
12. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

**V. Physical Requirements and Working Conditions:**

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

**VI. OHC Staff Expectations:**

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Life with Oak Hills and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

**CREATED: October 2017**