

# Creative Dept. Administrative Assistant

## Position Summary

The Creative Department Administrative Assistant will work closely with the Creative Department to organize tasks, plan project logistics, and provide general support for the department. Projects include processing requests from other departments, participating in photography and video shoots, and attending meetings to capture ideas. This full time position will office with the Media and Production Teams at the Mesa Campus.

**Reports to:** Branding Director

## The Ideal Candidate:

- Can take executive-level conversations and translate them into written materials and/or visual products. Has a creative eye.
- Enjoys fast-paced ministry work environments that are constantly changing and growing (Adaptable).
- Has a high level of capacity (Resilient: doesn't get overwhelmed easily).
- Can thrive working autonomously with minimal direction but values input and specific supervisor guidance when offered.
- Always looks for ways to make it better. Never satisfied with the status quo. Willing to "reject good for great."
- Their whole family enjoys and participates in the life of the church (Doesn't view work and personal life as mutually exclusive).
- Is a learner and inquisitive. Willing to glean wisdom and best practices from anyone (Not a "know-it-all").
- Possesses unimpeachable character. Lives a godly life above reproach and exemplifies a Spirit-filled relationship with the Lord.
- Lives as an example that others would want to emulate. Demonstrates health and stability personally, spiritually, physically, financially, and relationally.
- An indisputable "hard worker." The type of person who achieves results and stays until those desired results are achieved.
- Lives out and protects the culture and values of Generation Church.

## Responsibilities

- Support the Creative Dept. in developing, planning, and executing creative projects.
- Receive, analyze, and approve/deny creative requests from other departments - including communicating with other departments.
- Manage project/studio calendars.



- Manage Creative Director's calendars.
- Participate in brainstorming meetings, and take notes in a useful way for follow-up meetings.
- Work independently, as well as part of a team, to establish project deliverables.
- Purchasing and/or locating props, costumes, and project assets.
- Schedule production meetings.
- Collect receipts and apply them to budget tracking software.

### Preferred Qualifications and Experience:

- 3+ years of administrative experience.
- Proven track record of problem-solving in a fast-paced environment; ability to operate under deadlines and competing priorities.
- Ability to anticipate change and react efficiently and expeditiously.
- Maturity to handle sensitive issues and material discreetly.
- Communicate effectively with the Lead Team and staff.
- Strong teamwork skills, patience, and a willingness to offer suggestions and improvements to newly developed processes.
- An obvious, active, and growing relationship with Jesus.
- Enthusiasm for the mission, vision, and values of Generation Church.
- Excellent verbal and written communication skills.
- Demonstrates wisdom in decisions, actions & recommendations.
- Evaluates decisions/actions by their overall impact and long-term implications.

### To Apply, Please Do the Following:

- Submit a resume with references.
- Submit any personality (DISC) or leadership profile-type assessments.
- All submissions must be complete and sent to [jobs@generation.church](mailto:jobs@generation.church).
- Create a subject line in the email to [jobs@generation.church](mailto:jobs@generation.church) with the position you're applying for - first name and last name.

### More about Generation Church:

**Church Overview:** Generation Church is an expanding multi-site church that's been rapidly growing since its inception in 2014. We were named one of the Top 100 Fastest Growing Churches by Lifeway Research and Outreach Magazine for 7 years in a row and were the fastest-growing church in Arizona for two of those years. We are affiliated with the Assemblies of God and function like a non-denominational, Spirit-filled church. We are in an ongoing hiring process to keep up with the church's growth.



**The Greater Phoenix Area:** Phoenix is one of the fastest-growing communities in America and one of the top destinations for movers. People want to live here. The desert environment is stunning with low humidity, beautiful winters, hot summers, and moderate fall and spring seasons. New houses are being built everywhere constantly. We have highly rated school districts and lots of charter school options for parents. Every type of shopping, dining, and entertainment opportunity exists in the valley and all kinds of outdoor and sporting options are available locally. In Phoenix, you're a 3-hour drive from the mountains and a 5.5-hour drive from the CA beach.

GC has been constantly growing with a high level of invitation and evangelism. Our growth has accelerated since the beginning of 2020. New members commonly describe the church as "loving and alive, with bold biblical teaching, and Spirit-filled passionate worship."

### Our current unique areas of strength:

- Bold biblical preaching that challenges with grace and truth. Experienced Christians gain fresh insight and new Christians can follow and grow too. We give an invitation to accept Jesus as Lord almost every service each week.
- Expressive and passionate worship ministry that moves people into God's presence. "Generation Worship" is writing original music and attracting people who want to be a part of a church body that engages in worship as much as the people on stage.
- Phenomenal NextGen ministry. "gKids" and "GEN YTH" students actually WANT to go to church here. They grow to love the Lord and His Church. We're raising lifelong followers of Jesus.
- Top-level men's and women's ministry. "Bold Men" is here to help our Men at GC become the men of God they were made to be! "Beautiful Girl" is thriving and reaching women of all ages.
- Chapel services. We create space for older saints who desire a softer worship environment. We want to honor those who sacrificed to build the Kingdom and serve them with love.
- A spirit of excellence. We seek to do everything in a way that glorifies God.
- Innovative creative and media departments. We want the look and feel of what we do to communicate who we are.
- A Family vibe. We view the church as a family and our church staff as a ministry family. It's not a job, it's a calling. We love each other and enjoy being together. We value chemistry on our teams. We value staff kids and go out of our way to love and protect them.

