



SUNCOAST CHURCH

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ABN 794 004 19737 | BRANCH NO 092

Position Description

Job Title: Assistant Creative Coordinator

Reports to: Creative Coordinator

Hours of work: 10-16 per week

Purpose

The Assistant Creative Coordinator is part of the Service Production Department's leadership team. They also contribute to the planning and execution of service elements to ensure Suncoast is creating irresistible experiences that help people grown in their faith.

Responsibilities

Key Results Area	Duties & Measures
Sunday Services and events	<ul style="list-style-type: none">• Roster vocal and band to Sunday services (and any additional events as required, eg breath, team nights), paying attention to strengths & weaknesses to ensure a cohesive and strong team for each service.• Contribute to Sunday and other event service planning, providing ideas, concepts and creative elements.• Promptly addressing any rostering / team issues that arise and rectifying them in timely manner• Have initiative and bring ideas to the department to keep it fresh while upholding the vision and mission of Suncoast Church• Maintain other necessary creative elements as required.
Administration	<ul style="list-style-type: none">• Keep team database up to date• Communicate with team as required• Assist with executing required elements of services, events and team nights, including contributing to planning• Aid in the administration of Sundays through populating planning centre with the run sheet plan• Register songs used on Sundays through CCLI• Assist with the outworking of planned projects and upgrades across the department

General	<ul style="list-style-type: none"> • Contribute to the positive experience of volunteers • Keep up to date with evolving trends, software and technology • Positively contribute to the health of the Suncoast community (for example by being a positive presence at prayer meetings and services) • Fulfil other duties as required by management and other department personnel as requested/required.
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This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

General Responsibilities

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|----------------------------------|---|
| <i>Qualifications</i> | <ul style="list-style-type: none"> • Nil professional qualifications required |
| <i>Experience</i> | <ul style="list-style-type: none"> • Relevant experience in music, creative industry and/or service be favourable. |
| <i>Skills & competencies</i> | <ul style="list-style-type: none"> • Faith-based Leadership – able to lead positive change in themselves, others and the church. • Work to Empower volunteers and staff that you work with so that they can grow in their faith, roles and competencies. • Communication: the ability to communicate clearly and concisely, both verbally and written, varying communication style depending upon the audience. • <i>Attention to detail:</i> excellent attention to detail and written skills when communicating with others, both internally and externally. • <i>Time management/organisation:</i> accomplish objectives effectively within time frame given and carry out administrative duties within portfolio in an efficient and timely manner. |
| <i>Personal attributes</i> | <ul style="list-style-type: none"> • Dedicated and committed to the work they do – always giving 100% and committed to their personal and spiritual development • Friendly – Always uplifting and encouraging to other staff, volunteers and public. • Collaborative - Willing to help other team members, departments, programs within the organisation and other service providers providing similar or complimentary services, when it is within your ability to do so. • Teachable - be open handed with feedback and looking for ways to improve personally and within the department. • Confident manner. • Work from rest (maintain self-care / sabbath) • Positive approach to change. |

- **Ownership**- takes responsibility and always looks for how they can make things better

Other

- Must be able to obtain a “Working with Children” blue card

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Employee Signature Date: / /

Printed Name

Lead Pastor Signature Date: / /

Printed Name

Committee of Management Approval

Signature Date: / /

Printed Name

Signature Date: / /

Printed Name

