

WEEKEND EXPERIENCE ASSISTANT

Job Description



Primary Purpose

The Weekend Experience Assistant's purpose is to support the Weekend Experience Coordinator overseeing the coordination of weekly services, managing all-church communications channels and project management of the production team and volunteers.

Position Requirements

- High School Diploma required.
- Minimum 2 years administrative experience in ministry setting.
- Experience working in a Mac-based environment, with a strong understanding of macOS navigation, file management, and system preferences.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) or Apple Work Suite (Pages, Numbers, Keynote). Pro Presenter and Planning Center proficiency preferred.
- Ability to operate standard office equipment (printers, copiers, multi-line phone systems) and manage physical or digital filing systems.
- Familiarity with scheduling meetings, organizing appointments, and coordinating production settings.
- Excellent written communication and interpersonal skills.
- Professional presence on the phone and in-person.
- Ability to be teachable, seek out coaching and learning for growth and development.
- Strong desire and ability to love and lead volunteers.
- Ability to promote a positive attitude and working environment, with the desire to have fun, be positive and flexible.

Position Responsibilities

- Onboard, train and schedule production volunteers ensuring Sunday services, Slingshot and special events are staffed appropriately.
- Assist with Sunday service media (ie: sermon support).

Ministry Department:

Weekend Experience

Reports To:

Weekend Experience Coordinator

Status:

Part Time (20 hours/week,
Including Sundays)

Revised:

September 2026

Rockharbor Church exists to love and lead one another to be devoted followers of Jesus.

We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!

- Maintain a clean, orderly, and professional environment in all backstage and green room spaces on a weekly basis.
- Maintain production teams work request forms, ensuring that the workflow process continues to function effectively. Notifying Weekend Coordinator if issues arise.
- Assist the Weekend Coordinator with all church communication. This includes but is not limited to the weekly bulletin, Rockharbor App, Sunday stage announcements, and all-church newsletter. Finish, print and cut the weekly bulletin.
- Support special projects related to production and weekend experience ministries.
- Assist Weekend Experience Coordinator in the coordination of the Sunday services, weeknight programming, and special events (conferences, camps, etc)
- Assist in setup and maintenance of Pro Presenter for all our services.
- Assist in facilitating and maintaining the Rockharbor church calendar.
- Assist Weekend Experience Coordinator, Production Director and Production Team with administrative tasks.
- Attend and assist with all staff and production team meetings.

Personal and Spiritual Requirements

Has a growing relationship with Jesus, and a commitment to spending daily time with Him.

Models a strong relationship with his or her spouse (if married) and children (if applicable).

Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships, and actions.

Models standards and expectations of Rockharbor Church leadership, including, but not limited to:

- Upholding Rockharbor's Core Values and mission
- Regular attendance at Rockharbor Church services
- Regular participation in a Community Group
- Partnership through tithing and serving
- Abstaining from smoking, vaping and illegal substances
- Models discretion and positivity in use of Social Media
- Setting of appropriate boundaries to protect character and integrity.