

Reports to: Organizer & Head Pastor

Status: 10 hours Part-Time Time/Exempt

Date Approved: August 24, 2021

Incumbent: N/A

Signature _____

Approved By: _____
Personnel Chair

Head of Staff

POSITION SUMMARY: The Open Table Administrator/Music Coordinator supports the mission of The Open Table, a community of liberation and healing. The Administrator/Music Coordinator will help ensure that The Open Table is a healthy and safe place. This position will involve assisting with administrative tasks and coordinating Sunday evening gatherings. Ideally, this position will also coordinate music for gatherings that theologically aligns with The Open Table’s mission and vision.

RELATIONSHIPS

1. Develop and maintain professional relationships with all church staff, leaders, volunteers, and committee members.
2. Meet weekly with staff, report directly to Organizer and collaborate with others involved in The Open Table to reflect, share ideas, pray and prepare for the weeks ahead.

LEADERSHIP AND WORKPLACE CULTURE

1. Uphold and ensure the mission and values of The Open Table. Ensure all activities and conduct are compliant with church policies, as well as all relevant laws and regulations. Act as a good steward of the church’s resources.
2. Contribute to team cohesion and a positive, effective work environment; displaying a “yes, and” response to new ideas, opportunities and challenges.
3. Work cooperatively and under the supervision of the Organizer and the Head of Staff.

MAJOR RESPONSIBILITIES

1. Provide staff support at any events hosted by The Open Table.
2. Collaborate with the Organizers to plan, prepare and lead The Open Table events.
3. Identify and schedule community thought leaders to speak at various The Open Table events.
4. Assist in organizing volunteers for the various elements of The Open Table.
5. Contribute to a culture of participation at The Open Table.
6. Develop a song bank of music that theologically aligns with The Open Table’s mission and vision.
7. Coordinate musicians for The Open Table gatherings.
8. Manage The Open Table’s communication and social media presence.
9. Assume some responsibility for various administrative tasks.
10. Work on other responsibilities as assigned.

PROFESSIONAL QUALIFICATIONS/EXPERIENCE REQUIRED:

- Previous administrative experience
- Proficient with Google Workspace
- Familiarity with online project management tools

PERSONAL/PROFESSIONAL QUALITIES DESIRED:

- Musical training/ability
- Gracious and positive spirit, open to trying new things
- Good sense of humor, flexibility and desire to collaborate with others
- Familiarity with Christian tradition
- Familiarity with music used in religious and social justice settings
- Punctuality and excellent organizational skills
- Passion for people and creating welcoming spaces for individuals to encounter God

EVALUATION

Performance reviews will be conducted annually with goals/objectives created, adapted and assessed every six months.

COMPENSATION

This position will be compensated at an hourly rate of \$17.00. Health insurance and other benefits are not provided for this part-time position. This position will receive paid holidays and 5 sick days or 5 days of vacation. Office hours are flexible, with work-from-home options (some in-person will be required).