

Position Title: Communications Assistant
FLSA Status: Non-Exempt, Part Time (15 hours/week)
Supervisory: No
Reports to: Communications Manager

Summary Description

The primary purpose of the Communications Assistant is to assist the Communications Manager in producing various church communications (bulletin, website, etc). This position will assist in design, layout, content quality assurance, production and distribution of the bulletin for all sites and will assist with web updates for all sites.

Responsibilities

Following the guidance of the Communications Manager, duties include but are not limited to:

- Ensuring consistency and continuity of information on church communication tools for which responsible.
- Provide overall oversight for the design, layout, content quality assurance, production, and distribution of church bulletins and associated materials.
- Produce the bulletin for all sites and oversee volunteer schedule for production of the weekly bulletin.
- Under the direction of the Communications Manager, edit the website.
- Create and produce other items as directed by the Communications Manager.

Attends all necessary meetings as directed in order to ensure that when dealing with internal affairs and making day to day management decisions that they are in-line with the Lead Pastor's overall vision and direction of the Communications Team.

Qualifications

B.A. or equivalent preferred; minimum of two years' college-level education required.

Two years' experience working in an office environment.

Strong proficiency in computer and web programs: Microsoft Office, Adobe InDesign, Wordpress preferred, but not required: photography skills, writing skills, video capturing and editing skills.

Experience with content management systems preferred.

Familiarity with office support equipment (copiers, duplicators, cutting machine, folding machine, etc.) and ability to quickly adapt to new equipment.

Ability to work in a team environment.

Excellent organizational skills and ability to manage multiple tasks simultaneously.

Ability to problem solve and make decisions.