

**Job Title: Communications Assistant**

**28 hrs / Week**

**Mon - Thur, 9-4**

**Summary of Position:**

The Communications Assistant position provides support to all components of the Communications Department and reports directly to the Communications Director. The primary objective is to help people meet, know and follow Jesus through all internal communications and external marketing. This person should be organized, outgoing, have excellent verbal and non-verbal communication skills, and be a detail-oriented team player.

**Essential Functions**

- Manage communications calendar
- Assist with invoicing and payments for vendors and contractors
- Manage calendar for Director and Communications Team
- Volunteer scheduling / management
- Oversee the digital setup of weekend experience
- Assist in proper storage and organizing of digital files
- Routine website and App updating
- Creative copywriting for a variety of marketing
- Manage weekly program
- Proofreading
- Oversee events and their posting on digital platforms
- Assistance at events as needed: quarterly baptism weekends, etc.

**Qualifications:**

- Previous experience (min. 2 years) within a communications or marketing role
- Self-motivated, detail-oriented, energetic, and highly organized
- Ability to support multiple people in a fast-paced environment
- Ability to multitask and work under tight guidelines
- Strong written and verbal communications and interpersonal skills; solution focused
- Knowledge of HTML, CSS, InDesign and Photoshop are preferred
- Intermediate to Advanced knowledge of Microsoft Office, Internet / data research, social media, and Church Systems (training provided).
- Strong Knowledge of dropbox, google suite, and wordpress