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| <b>Name:</b><br><b>Position Title:</b> Communications Administrative Assistant<br><b>Position Scope:</b> Part-time, 28 hours<br><b>Position Status:</b> non-exempt |  | <b>Reports To:</b> Pastor of Communications<br><b>Department:</b> Communication<br><b>Date:</b> 10.22 |
| <b>Ministry Vision:</b><br>A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are IRRESISTIBLE                                      |  |   |
| <b>Ministry Responsibilities:</b><br>To assist in administrative tasks and responsibilities for the Pastor of Communication, Director of Video, and Online Pastor. |  |   |
| <b>Key Duties:</b>   |  |   |
|  | <u>Description</u>   | <u>% Time</u>   |
|  | <b>Vision and Strategic Development.</b> <ul style="list-style-type: none"> <li>Assist Pastor of Communication in implementing Strategic plan initiatives</li> <li>Assist in new employee onboarding and staff training for communications procedures and systems</li> <li>Lead and improve on systems that communications use regularly (Enews, etc.)</li> <li>Share and implement ideas and processes that help our staff area and culture</li> </ul>  | 10%   |
|  | <b>Leadership Development</b> <ul style="list-style-type: none"> <li>Onboard new volunteers in photography, graphics, and stage</li> <li>Oversee the stage set inventory, loan out props, communication with the stage team and volunteers</li> <li>Attend Administrative Assistant Alliance meetings. Implement and train Communications department in procedures discussed in meetings</li> </ul>  | 10%   |
|  | <b>Ministry Support Responsibilities.</b> <ul style="list-style-type: none"> <li>Finance           <ul style="list-style-type: none"> <li>Responsible for quoting, purchasing, tracking, receiving, distribution, and returning orders if necessary</li> </ul> </li> <li>General Communications/Graphics           <ul style="list-style-type: none"> <li>Manage communications calendars and schedules</li> <li>Schedule and communicate for Communications and with clients as needed</li> </ul> </li> <li>Prep for Sunday Morning           <ul style="list-style-type: none"> <li>Responsible for weekly updates to the digital billboards</li> <li>Oversee the creation and distribution of the weekly announcement slides, lower thirds, and sermon slides for all campuses</li> <li>Oversee the production of the ENews bulletin and assist with email</li> <li>Assist in preparation for set changes, purchasing supplies for set changes, and purchasing food for volunteers</li> </ul> </li> </ul> | 40%   |



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|  | <p><b>Administrative Responsibilities</b></p> <ul style="list-style-type: none"><li>• Responsible for Communication Department finances<ul style="list-style-type: none"><li>• Purchase orders, check requests, run budget reports, and financial management</li><li>• manage com/video/graphics subscriptions</li><li>• Enter POs and order supplies</li></ul></li><li>• General Communications/Graphics<ul style="list-style-type: none"><li>• Run reports for mailchimp campaign metrics</li><li>• Proofread materials (emails, documents, publications, and scripts) as needed</li><li>• Reserve rooms for meetings</li><li>• Take notes in meetings</li><li>• Organize photo and video shoots as needed</li><li>• Reserve rooms/coordinate details for travel</li><li>• Provide food for events and meetings</li><li>• Deliver mail and track packages if necessary</li><li>• Shopping for communications local and online</li><li>• Refill ink in large format printer</li><li>• Edit the available purchase items in LandsEnd</li><li>• Department area organization/maintenance (Keurig, coffee station, tables, floors, TV graphics, etc)</li></ul></li><li>• Sunday Morning preparation<ul style="list-style-type: none"><li>• Create and distribute sermon notes</li><li>• Research supplies and items for use and purchase for Sunday mornings</li><li>• Edit/maintain stage item catalogue – storage and loaning</li><li>• Assist with stage decoration</li></ul></li></ul> | 40% |
|  | <p><b>Misc.</b> Additional related duties as assigned.</p>   |     |



**Supervisory Responsibility:** None at this time

**Required Core Competencies for Administrative Assistants**

***Written Communication***

Writes clearly and succinctly in variety of communication settings.

***Action Oriented***

Enjoys working hard, full of energy for challenges, seizes opportunities.

***Approachability***

Easy to approach and talk to, puts others at ease, pleasant and gracious.

***Priority Setting***

Spends time on what's important, quickly zeros in on critical few, eliminates roadblocks.

***Learning on the Fly***

Experiments and tries new solutions, enjoys challenge of unfamiliar task.

***Time Management***

Values time, uses effectively, concentrates efforts on important priorities.

**PREFERRED QUALIFICATIONS**

**Minimum relevant experience:** Logistic accuracy, detail oriented, proactive thinking.

**Education:** High School Diploma.

**Ideal Knowledge Areas:** Strong written and verbal communications skills, time management. Proficient on PC or Mac with Microsoft or Google. Working knowledge of Adobe Photoshop.

**Employee:**

**Date:**

**Director:**

**Date:**