



## Position Job Description

MINISTRY AND COMMUNICATIONS  
SUPPORT ASSISTANT

Position Title: Ministry & Communications Support

Reports To: Executive Associate Pastor  
(Primary)  
Senior Pastor (Secondary)

Effective Date: March 23, 2026

Last Updated: March 23, 2026

Revision #: 2026

### **Purpose**

The part-time Ministry and Communications Support Assistant plays a vital role in helping the church communicate its mission, vision, and ministry activities effectively. This position supports both ministry operations and communication efforts by coordinating internal and external messaging, maintaining digital platforms, and ensuring timely and accurate information flow throughout the church community.

<p><b>FLSA Status:</b> Exempt, Salaried, 16 hours/wk</p> <p>Hours may be adjusted at discretion of personnel committee and Session depending on annual budget requirements.</p>	<p><b>Salary Range:</b> \$21-\$22/hour DOE</p> <p>Salary may be adjusted at discretion of personnel committee and Session depending on annual budget requirements.</p>
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### **Essential Functions and Responsibilities**

1. Overall responsibility to coordinate, compose, edit, and publish/print all internal and external print and digital communications. (i.e. bulletins, flyers, newsletters, social media, handouts etc.)
2. Manage and update the church website weekly with current content such as calendars, schedules, and notifications.
3. Manage and update the church social media communications.
4. Coordinate media releases and advertising.
5. Attend weekly staff meetings and other committee meetings as necessary.
6. Collaborate with staff, elders, and ministry leaders to gather information about upcoming events, initiatives, and ministry updates.
7. Support specific ministries in the Church related to the specific positions such as Children, Youth, Worship/Music, Missions, Finance, Care & Connect etc. in providing coordinating and printing.
8. Take part in the form of prayer and scripture reading for spiritual growth as well as other Church activities; (e.g. small group participation, seminars, etc.)
9. Perform other duties and tasks as requested and assigned by the Senior Pastor and in coordination with other staff members.

**Qualifications – Education & Experience**

Communications and marketing experience with a background in computer desktop publishing, office programs, graphic design helpful. Experience in working with Adobe design products (InDesign, Photoshop, Illustrator, etc.) helpful. Experience with updating websites with Squarespace, WordPress or other CMS.

**Working Environment**

Most of the time spent for this position will be on the Church campus. The job will be carried out primarily in the church office, Monday through Thursday. Position does require working closely with various Elders and may require addressing questions from the personnel committee in terms of goals, objectives and overall job performance.

Approved by:	Date:
Reviewed by:	Date: