



COMMUNICATIONS ASSISTANT

Hours: 20 hours per week

Reports to: Director of Missional Connections

The Communications Assistant helps share the story of our church's ministry in clear, creative, and engaging ways. This role supports digital communication, social media, video storytelling, and worship technology to ensure church members, guests, and the broader community stay informed and connected. The ideal candidate is organized, collaborative, and passionate about using media and technology to support the mission of the church and the proclamation of the Gospel.

KEY RESPONSIBILITIES

Website Management

- Update and maintain church website content in partnership with ministry area leaders
- Ensure events, registrations, announcements, and ministry information are current and accurate
- Improve clarity, accessibility, and visual consistency across pages
- Assist with basic troubleshooting and content organization

Social Media & Content Creation

- Collaborate with ministry leaders to gather stories, photos, and updates
- Create and schedule engaging social media posts that promote ministries, events, and church life
- Maintain a consistent voice and visual identity across platforms
- Monitor engagement and respond appropriately or route inquiries to staff

Video Production

- Produce short videos based on sermons, biblical teaching, testimonies, and church life
- Create promotional videos for upcoming events and ministry initiatives
- Film, edit, and format content for website, social media, and worship services
- Maintain video and media equipment

Worship & Technical Support

- Work alongside the Minister of Music & Worship to assist with sound, slides, and streaming needs
- Help operate or support A/V systems during services and special events
- Assist with setup and teardown of technical equipment as needed

Collaboration & Communication

- Meet regularly with ministry leaders to plan upcoming communication needs
- Help maintain a communications calendar
- Ensure messaging aligns with the church's mission, values, and theology
- Administrative Support

QUALIFICATIONS

- Experience with website content management systems
- Basic video filming and editing skills
- Familiarity with social media platforms and best practices
- Comfort with or willingness to learn basic audio/visual and livestream technology
- Strong writing and communication skills
- Ability to manage multiple projects and deadlines
- Willingness to work occasional evenings or weekends for events or services

DESIRED QUALITIES

- Creative and detail-oriented
- Self-motivated and dependable
- Team player with strong interpersonal skills
- Flexible and solution-focused
- Heart for ministry and a desire to use communication tools to share the Gospel

COMPENSATION

Part-time hourly position, commensurate with experience.

SAMPLE WORK SCHEDULE

Sundays 7:15am-12:45pm

Monday 9am-12:30pm

Tuesday 9am-12:30pm

Wednesday 3-7pm

Thursday 9am-12:30pm

* Part Time 20 hours per week. Flexible schedule and as needed to special events (programs, funerals, etc.)