

Job Description

- Position:** Communications/Media Assistant
- Classifications:** Part Time, Support Staff, Non-Exempt
- Reports To:** Director of Communications
- Evaluation Due:** Annually by Director of Communications
- Supervises:** None
- Physical Demands:** Requires prolonged sitting, some bending, stooping, stretching, standing and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, calculator, typewriter and other office equipment. Requires normal and/or correctable range of hearing and vision.
- Work Hours:** Regular work week, normally Monday through Friday, 20-25 hours, as designated by the Director of Communications. Flexibility is required to accommodate meetings and church events that frequently occur outside normal business hours and may include weekends and holidays. Work in office environment, involving contact with staff, vendors and the congregation. Work involves multiple weekly and monthly deadlines.

Job Objective

The communications assistant will assist the Director of Communications in developing and implementing a comprehensive communications platform to reach Covenant's members and the larger community. This person also will work with staff and church members to gather, organize and provide information that is timely, accurate, responsive, and appropriate for the defined audience.

Qualifications

Minimum:

- Understanding and appreciation of Christian mission and stewardship.
- Undergraduate degree or equivalent work experience in the area of communications, journalism, and/or media studies.
- Excellent oral and written communications, organizational and interpersonal skills.

- Demonstrated PC skills, with proficiency in MS Office suite of products as well as Adobe Acrobat, InDesign, Illustrator, Photoshop and other publication-related software.
- Demonstrated graphic design and layout skills.

Desired:

- Prior church communications experience.
- Demonstrated photographic and video-editing skills; working knowledge of Final Cut Pro and ProPresenter.
- Ability to work with and guide print and web contractors.
- Experience managing content on a website and social media outlets.

Primary Duties and Responsibilities:

1. Assist in producing a variety of publications, visual and web products, following an agreed-upon timeline and production schedule as part of the church's overall communications plan.
2. Create weekly worship bulletins, following publication guidelines and palette; create funeral bulletins as needed; design monthly newsletter and prepare for publishing. Assure quality through proofing for grammar, consistency and style.
3. Assist in graphic design for website, digital monitors, worship visuals and other media as appropriate.
4. Maintain information on the website and social media outlets.
5. Maintain an archive of publications and projects.
6. Coordinate with other staff and church members to gather information, photographs and other elements to be used in communications.
7. Serve as the liaison for the outside printer for special church communications.

This list is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by your supervisor.