FIRST COLONY
C H U R C H *of* C H R I S T

PRIMARY PURPOSE & FUNCTION

The Communications Administrative Assistant is part of the communications team. Must be creative, organized, and able to multi-task and thrive in a deadline intensive environment. Must have an internal desire to serve and assist the Communications Director in her oversight of communications at First Colony.

KEY RESPONSIBILITIES

- Fabricating and assembling in-house collateral (cutting, collating, stapling, binding, laminating)
- Managing printing of collateral
- Creation and layout of Sunday and Wednesday Bulletins
- Managing digital banners, slides and calendar
- Managing social media accounts
- Creating and monitoring digital advertising
- Creating online forms (ie. Wufoo)
- Monitoring Google Analytics and Ad Words accounts
- Create and update room signs
- Create, edit and send constant contact emails
- Inventory of paper stock and toner
- Other responsibilities as directed by supervisor

KNOWLEDGE & COMPETENCY REQUIREMENTS

- General knowledge of printing capabilities
- High Attention to detail and quality control
- Ability to think outside of the box, and find quick solutions when issues arise
- Flexible and able to change tasks quickly
- Move seamlessly between the requests of multiple departments
- A champion of the church staff culture
- Reliable and on-time
- Able to meet deadlines and work under pressure
- Highly computer literate
- Proficient in basic Microsoft Office Suite (esp. word & publisher)
- Ability to proof and edit verbiage within collateral
- Experience managing and updating social media accounts and websites
- Experience with basic design and layout
- Basic knowledge of Adobe software (InDesign, Illustrator, Photoshop)

EDUCATION REQUIREMENTS

Bachelor's degree (experience may be substituted for a formal degree)

POSITION DETAILS

Team Leader: Communications Director
Payroll Status: Part Time; 20 hours per week
Office Hours: Tues-Fri (9:30 – 2:30 or 10:30 – 3:30)