

## **South Church in Andover**

Position Title: Communications Administrative Assistant

Reports To: Church Administrator

Hours: 18 hours/week

Salary: \$15/hour; no benefits

### **Purpose:**

- Unify and align communications, both internally and externally, through a variety of mediums.
- Partner with and support pastors, staff and ministries of the church, meeting with them to understand their vision and priorities and creating proactive communication plans to mobilize their specific audiences to respond.
- Ensure high-quality and high impact communications are created for both internal and external audiences
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### **Essential Functions:**

- Format, proof-reading, print and fold worship bulletins
- Monitor and update church social media presence.
- Administer small group ministry platform (currently hosted through Wordpress, using Buddypress.)
- Write and distribute press releases to local newspapers, denominational websites, and other relevant outlets.
- Work with pastoral staff to develop, implement, and maintain a vision for our church website.
- Serve as church webmaster: Coding as needed; adding new content and features; and providing security against hackers and spammers.
- Proactively curate and share the good stories of our congregation in order to produce compelling articles, videos, and press releases.
- Collect and tell the “good stories” of our church life and develop ways to effectively tell those stories via video, newsletter, social media, etc.
- Build and maintain strong relationships with staff, church leaders, and church committees to ensure communication messages are current and relevant
- Stay current on creative trends in technology and communication and look for opportunities to use this information to more effectively communicate to our church family and the wider community
- Serve as assistant to Church Administrator: answering the phones, greeting visitors, etc when needed.

## Skills:

- Leadership: Big picture planner, coach, and motivator. Able to determine the most effective way to communicate a message.
- Communication Nuance: Understand the differences between sharing information for our internal church community (those familiar with theological language) and for the external community (the unchurched and those not familiar with theological language).
- Coaching/Training: Educate people about the processes and procedures for communicating church messages.
- Organizational/Planning: Understand the vision cast by the pastors and leadership and organize communication messages that reflect church priorities.
- Relational: Develop and maintain relationships with staff, church leaders, and community organizations in order to readily and effectively perform essential functions.
- Writing: Adapt written text to match the medium through which it's being communicated. Communicate clearly and effectively using the written word.
- Design: Knows or can quickly learn basic design principles using Adobe Photoshop, InDesign, Gimp, etc.
- Web: Previous experience in website design necessary. Knowledge of HTML/CSS and Wordpress preferred.
- Creative & Innovative: Continually look for ways to communicate church-wide and ministry programs that evoke a response from the congregation and the wider-community.
- Strong editing, writing, and proofreading skills. This individual serves as the "eyes" of all things print and electronic, looking for clear communication, brand presence, and consistency.