



Communications & Program Assistant

Job Description

Status: Part-time; Hourly

Hours: 20 hours / week

Reports To: Communications Manager

Accountable To: Adult Ministries Team, Executive Leadership Team, and Church Council

Partnerships: Adult Ministries & Children, Youth, and Family Ministry Team (CYF)

Purpose:

This role works to provide excellence in communications and administrative support to the congregation at large, with a primary emphasis on programs and events related to Adult Ministries. Reporting to the Communications Manager, this role works closely with the Adult Ministries team to support the timely promotion of activities, manage the event calendaring system, and oversee registration processes. Collaboration between ministry departments is essential.

Qualifications:

- Post-secondary education and/or equivalent work experience
- Demonstrated administrative support and project management experience
- Demonstrated experience with a mid-to large-size organization in event planning and execution
- Proficiency in Microsoft Office applications including Outlook
- Proficiency in Canva and/or drag and drop website development
- Demonstrated skills working in a database including reports, registrations, and information management
- Demonstrated written and interpersonal communication skills
- Demonstrated project management skills
- Ability to work with a diverse population of people
- Experience with calendar/scheduling software
- Experience with constant contact and survey models
- Satisfactory completion of background investigations as performed by SOTV

Expectations:

- Core office hours Monday - Thursday
- High regard for attention to detail and prompt communication
- Professionalism
- Comfortable working with a faith-based organization

Essential Functions and Responsibilities:

I. Administrative Support

- A. Data Management
 - i. Maintain and update database information and individual records
 - ii. Reports and tracking as deemed necessary
- B. Calendar Management
 - i. Appropriately schedule programs and events using the calendaring system
 - ii. Collaborate with adult ministries staff
 - iii. Collaborate with facilities staff for set-up needs
- C. Support, follow, and implement policy procedures and documentation
 - i. Appropriately track and receive certificates of insurance
 - ii. Appropriately track and receive W9 certificates
 - iii. Collaborate with the finance office to process speaker / vendor invoices
- D. Participate in background checks in collaboration with designated staff members

II. Program Support

- A. Collaborate with Adult Ministry staff leaders
- B. Oversee program registrations



- i. Work with the church database
 - ii. Collaborate with Finance
- C. Program surveys and reporting as appropriate
- D. Communications
 - i. Collaborate with Adult Ministries team
 - ii. Collaborate with Communications Manager
 - iii. Promotional materials (promo cards, website, social media)
 - iv. Newsletter and Calendar promotional information
 - v. Constant Contact and other email distributions
 - vi. Other communications support as deemed necessary
- E. Collaboratively support volunteer lay leaders
 - i. Recruitment, training, and retention of volunteers
 - ii. Ongoing communication and appreciation opportunities
- F. Attend staff meetings as scheduled

III. Church-Wide Events (Shared responsibility)

- A. Collaborate planning of and/or participate in church-wide events as scheduled
- B. Participate in cross-generational initiatives and events

Core Competencies:

- **Team Orientation:** Demonstrate interest, skill, and success in team environments; understand and support the importance of teamwork; establish good working relationships with others; show hospitality, compassion, and care; use diplomacy and tact; approachable.
- **Commitment to Excellence** Strives to do the best work as a reflection of self, the team, and for the ministry; demonstrates the integrity of presenting finished work that reflects the personal and organizational high standards of excellence; incorporates the time management skills; organized; attention to detail.
- **Work Ethic** Dedicated to quality of work, prompt, reliable, flexible, and able to communicate proactively with others.
- **Care:** Responds with empathy; demonstrates appropriate expressions of care with boundaries; listens attentively with the ability to restrict personal bias, to respond to concerns and communicate solutions with a sense of compassion and authority; demonstrates and communicates availability and approachability.