

Job Description

Communications Assistant



DETAILS

Department: Communications

Type: Regular; Part-time (20 hours/week); Hourly; Non-Exempt

Schedule: Set schedule during the week, TBD with Communications Director, with occasional Sunday support

Salary Range: \$17.75 - \$26.63

OVERVIEW

The Communications Assistant plays a key role in advancing the mission and vision of Grace Community Church through digital platforms, strategic communications, and administrative support for communications across multiple projects.

The ideal candidate is both visionary and detail-oriented: passionate about reaching people with the Gospel through digital media and ensuring that communication systems and schedules run smoothly behind the scenes.

FUNCTIONS & RESPONSIBILITIES

Communications Administration

- Manage multiple communications projects and maintain scheduling systems.
- Coordinate with ministry departments regarding communications and media requests.
- Coordinate video announcement volunteers and Sunday communications teams.
- Manage slides and graphics for weekend services.
- Assist with proofing, editing, and content accuracy across platforms.
- Track expenses, order supplies, and complete administrative tasks as needed.
- Maintain and update website content in collaboration with Communications staff.
- Support Ministry "Fairs" (Life group, GraceU, etc.)

Digital Strategy & Analytics

- Develop and implement strategies for social media and YouTube growth.
- Monitor analytics for online engagement, website views, and service reach.
- Use insights to refine and recommend a digital strategy and improve content performance.

Digital Media & Content Creation

- Create, edit, and post engaging social media content (sermon shorts, worship clips, invites, promos, etc.).

- Capture and edit photography for services, events, and ministries.
- Assist with graphic design and media content creation.
- Upload and schedule weekly sermons and other media to the website and YouTube.
- Partner with the Media Department to adapt film projects for social media and the website.
- Support church app updates and integration with digital strategy.
- Develop weekly church “Grace News” emails.

ONGOING EXPECTATIONS

- Continue to grow as a follower of Christ, so that what you do overflows from your relationship with Him.
- Faithfully give to the Lord through Grace in a way that is consistent, sacrificial, and follows the first fruits principle, with a tithe being a benchmark to grow towards.
- Live out Grace church’s values in relationships with other staff, the congregation, and the community.
- Attend Grace weekend services regularly.
- Serve at “all hands on deck” programs (Christmas, Easter, and others as directed)
- Regularly engage with those who do not yet know Jesus (our Ones) for the purpose of sharing our faith.
- Regularly recruit, train, and encourage volunteers to serve in ministry at Grace.
- Be a member of Grace Community Church or become a member within 6 months of employment.
- Additional duties as assigned.

QUALIFICATIONS & REQUIREMENTS

- Experience with Microsoft Office Products
- Understanding of social media platforms, including but not limited to YouTube, Facebook, and Instagram
- Ability to manage multiple projects
- Experience working in a fast-paced ministry/church role preferred
- Experience with SharePoint
- Experience with Adobe products
- Ability to troubleshoot and solve problems
- Strong attention to detail
- Ability to work well in a team or individually

ACCOUNTABILITY

Accountable to: Communications Director