



Communications Ministry Assistant

The Communications Administrative Assistant provides support and organization for the Communications Team, ensuring clarity and consistency across all media types.

Department: Communications

Reports To: Communications Director

Hours: 32

Key Responsibilities:

- Collaborate with the Communications Team and other ministries to create clear and consistent communication and messaging over all forms of media.
- Maintain the HHBC website and app, including updating events calendars and ministry pages, adding sermon notes and videos, and creating Community Group Discussion Guides. Regularly evaluate content to ensure accuracy and relevance.
- Work with the Communications Director to coordinate and maintain the promotions calendar.
- Oversee all Graphic Design Project Requests and workflow for the Communications Team.
- Handle all printing, cutting, folding, and distributing of promotional materials.
- Process all purchase orders, receipts, and invoices for the Communications Team.
- Monitor printers/copiers and order supplies as needed.

Required Gifts, Knowledge, Skills, and Abilities:

- A growing relationship with Jesus Christ.
- Highly organized and able to manage multiple projects with deadlines.
- Creative problem solver and highly productive, working in a fast-paced environment.
- Action-oriented and displays focus, passion, and initiative.
- Connects well with diverse individuals, builds effective relationships, and communicates effectively both interpersonally and corporately.
- Excellent writing and editing skills.
- Must be able to perform physical activities, such as, but not limited to, lifting, bending, standing, walking, and lifting (up to 25 lbs).

Qualifications:

- A college degree in Communications/Marketing, or a minimum of two years experience in a marketing, communications, editing, or related field.

Bonus:

- Social media experience