Administrative Support for Communications
Job Description

Mission: At Triad Baptist Christian Academy it is our desire to assist and support the parent in laying a foundation that will help each child choose Christ as their personal savior, increase in academic knowledge with a Christian worldview, and develop talents according to his or her God-given potential.

Primary Purpose: To carry out the mission of Triad Baptist Christian Academy by providing a classroom environment that promotes spiritual and academic growth; to motivate students to develop skills, attitudes, and knowledge necessary for success in the class; to establish good relationships with parents and other staff members; to stay current with best practices in education which is relevant to the grade and/or subject being taught.

Spiritual and Educational Job Requirements:	Professional Requirements:
1. A calling to Christian Education. 2. High school graduate or equivalent; Bachelor's degree in Marketing, Communications, or related field experience preferred. 3. Agrees and signs TBCA Statement of Faith. 4. Must be an active member of a local church whose doctrinal beliefs and practices are in agreement with the TBCA Statement of Faith. 5. Children of school age must be enrolled in TBCA. 6. Prior experience in social media management and content creation preferred. 7. Prior customer service/hospitality experience.	1. Strong communication skills (both oral and written). 2. Ability to work in a multi-task environment. 3. People-oriented. 4. Proficiency in graphic design software (e.g., Adobe Creative Suite) and website management tools. 5. Strong written and verbal communication skills, with a keen eye for detail. 6. Excellent organizational and time management abilities, with the capacity to prioritize tasks and meet deadlines. 7. Ability to work effectively both independently and as part of a collaborative team. 8. Follow all policies and procedures of Triad Baptist Christian Academy.

Supervisor: Creative Communications Director, Office Manager.

Professional Development:
1. Community CPR/First Aid certification
2. Fire Safety Training
3. Intruder Training

Essential Job Functions:

1. Manage TBCA's official Facebook, Instagram, and Twitter accounts, posting at least twice a week on each platform. Content should include encouraging thoughts and scriptures, student life snapshots, athletic updates, and event highlights. Work closely with the TBCA Enrollment Coordinator on scheduling.
2. Maintain and update the academy website calendar with upcoming events and activities.
3. Design and distribute flyers and postcards to promote special events and activities, collaborating with the Creative Communications Director on content and design.
4. Assist in developing and implementing the annual academy marketing plan, working closely with the Creative Communications Director.
5. Maintain the Creative Communications Director's calendar, scheduling meetings and appointments as needed.
6. Collaborate with the Creative Communications Director on branding and marketing initiatives,

ensuring adherence to TBCA's Branding Style Book.
7. Serve as a liaison between TBCA administration and the Creative Communications Director, facilitating communication and coordination of projects.
8. Update annual sports camp brochures and sign-up sheets, ensuring accuracy and timely distribution.
9. Assist with tee shirts and other creative design projects, under the guidance of the Creative Communications Director.
10. Schedule and coordinate large format printing requests for various marketing materials.
11. Attend bi-weekly Creative Communications Team meetings to contribute ideas and updates.

Physical Demands:

1. Able to interact (stoop, bend, crouch, lift, hold) on a child's level.
2. Able to handle in a positive and productive way the stress, tension, noise, and interpersonal conflicts that can arise when dealing with both adults and children.
3. Able to physically and mentally react immediately to unexpected circumstances.

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Printed Name

_____   _____
Signature   Date