

CARMEL BAPTIST CHURCH

Position Description

Communications Assistant

Ministry Area: Communications

Reports To: Communications Director

Supervises: n/a

FLSA: non-exempt

SUMMARY OF THE BASIC FUNCTION

Promote the vision, mission and guiding principles of Carmel Baptist Church by supporting all components of communications and marketing.

GENERAL QUALIFICATIONS

Knowledge: Bachelor's degree in communications or marketing or relevant experience.

Skills: Strong interpersonal, organizational and written communication skills. Working knowledge of Adobe Creative Cloud and Google Suite. Experience working in a web site content management system (CMS). Able to effectively develop/edit written content for print and digital communication.

Experience: Minimum of 3 years experience in the communications/marketing field. Experience with project management as well as electronic and print publication management.

Physical Demands/Work Environment: Must have good written and verbal communication skills to effectively communicate through various mediums including in-person, electronically, and over the phone. Must be able to sit at a desk at least 75% of the time, in front of a computer screen, using the keyboard and mouse. Position involves project management with bending, stooping, and lifting. Must be able to lift 25 pounds.

Mental Requirements: Must be organized, efficient, reliable and detail-oriented. Must have strong interpersonal and communication skills. Must be able to work well under pressure and prioritize tasks in a multi-task and multi-department environment.

SCOPE OF AUTHORITY

n/a

ESSENTIAL FUNCTIONS

The Communications Assistant will be responsible for providing support to the Communications team and distribution of communication across a variety of mediums.

- Provide daily oversight of project requests and workflow; serve as liaison with ministry teams.
- Provide daily oversight of and maintenance to carmelbaptist.org.
- Provide weekly oversight of eNews editorial calendar, production and distribution
- Serve as liaison with ministries and members of the Carmel family as we seek to celebrate stories of life transformation. Assist with securing storytelling engagement.
- Assist with content creation and editing as needed for both print and digital communications.
- Prepare digital church-wide communications (death notices, *Table Talk*, etc).
- Serve as liaison with Workroom on all internal print projects. Provide oversight to church-wide visuals/materials in the Gathering Space, Prayer Room and other public Carmel spaces.
- Assist with tracking budget, spending and expense documentation.
- Schedules and monitors social media (HootSuite)
- Assist Communications Associate and Database Manager to ensure seamless website/database integration and use.
- Maintain Communications archives (both digital and print).
- Other duties as assigned.