

COMMUNICATIONS ASSISTANT

POSITION

Communications Assistant, Part-Time

OVERVIEW

The Communications Assistant works directly with the Communications Director in managing and improving all aspects of marketing and communications at Parker Hill Church. The Communications department is responsible for continually bringing clarity to all of our messaging, removing obstacles to engagement, and resourcing other ministry teams to help them be successful.

RESPONSIBILITIES

The Communications Assistant will be involved in many facets of the Communications department and will be responsible for a range of tasks including:

- Social Management
- Website management
- Volunteer recruitment, training, and oversight
- Assistance with advertising and marketing
- Writing, proofreading, and editing of various communications pieces
- Brand management
- General assistance to the Director

REQUIREMENTS

The ideal candidate will be a driven learner who is eager to grow both personally and professionally in communications-related skills. He or she will exhibit:

- Strong verbal and written communication skills.
- A willingness to learn new skills and take on challenging projects.
- An ability to maintain flexibility and cooperation in all situations.
- Comfort and confidence with software and technology.
- Creativity in thought and approach to obstacles.
- A desire to working within a Christian ministry setting.
- Timeliness, organization, commitment, and tenacity.
- Godly character both inside and outside the workplace.