# Communications and Ministry Assistant

The Communications and Ministry Assistant facilitates the efficient operation of the Church office by performing a variety of clerical and administrative tasks. In addition, this role is responsible for maintaining all communication and media platforms in the church.

## Duties/Responsibilities:

* Answers and transfers phone calls, screening when necessary.
* Welcomes and directs visitors.
* Maintains filing systems as assigned.
* Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
* Responds to and resolves administrative inquiries and questions.
* Coordinates and schedules travel, meetings, and appointments for Sr. Pastor and other staff ministers.
* Prepares agendas and schedules for meetings.
* Records and distributes minutes or other records for meetings.
* Maintains office supplies and coordinates maintenance of office equipment.
* Maintains all media outlets including church website, church app., Facebook, etc.
* Designs church newsletters and bulletins and maintains all graphics.
* Attends special events when needed and takes videos and photographs as required.
* Creates video and announcement presentations to be used for church services.
* Performs other related duties as assigned.

## Required Skills/Abilities:

* Detail-oriented and professional.
* Exceptional communication skills.
* Extremely proficient with Microsoft Office Suite.
* Basic understanding of office equipment.
* Ability to work independently and reliably.
* Flexible and adaptable in various situations and when interacting with many different personalities.
* Ability to organize and prioritize tasks.
* Must be able to work outside normal office hours of 8:30-4:30 M-Th when needed.

## Education and Experience:

* High school graduate is required, bachelor’s degree in related field preferred.
* Two to Three years of related experience is strongly desired.
* Previous experience working in a church environment is desired.

## Physical Requirements:

* Prolonged periods sitting at a desk and working on a computer.
* Must be able to lift up to 20 pounds at times.