



Communications Specialist/ Administrative Assistant

The leader we are looking for...

- **Is Incarnational:** embodies the love of Jesus in their relationships and interactions with people.
- **Establishes Effective Relationships:** establishes effective relationships with all ages, volunteers, and staff.
- **Is Missional:** understands and focuses on empowering people for mission beyond FAITH
- **Provides Competent Leadership:** reflects theoretical, and practical knowledge and skill in communications and people serving.

Summary Description:

We are looking for an enthusiastic Communications Specialist who will engage with and support the mission of Faith by assessing and amplifying all our communications flows, inside and outside the church, (including utilizing social media, apps and website content). The Communications Specialist will also be responsible for fostering a frontline positive image for Faith while interfacing with others. This role supports the Faith staff and congregation as a helping presence in our front office. If you are enthusiastic, forward thinking, energetic and you love working with people of all ages and walks of life, we would love to meet you!

Qualifications:

- Expertise in communications (as evidenced by completion of a related degree and/or work experience), including use of social media and best ways to utilize each platform.
- Excellent, effective communication both verbally and written with superior attention to detail
- Possesses visual creativity with very competent skills in Microsoft Publisher, Teams, Power Point, other Microsoft office programs, and other creative programs
- Possesses skills in website updating, photo and video-editing skills
- Excellent interpersonal and presentation skills
- Outstanding time-management, project management skills
- Possesses the capability to juggle a variety of tasks and work well with people while maintaining composure and discernment
- Ability to initiate and support the pastor, staff and teams of people to fulfill objectives in administration and communication, including the responsibilities outlined below
- Is able to work at least part of the time in person in office

Responsibilities:

Communication

- Be the champion and forward thinking, visioner for all communication needs including:
 - Web site maintenance and updates (both Faith and South Table Mountain Preschool websites)
 - Faith's social media presence
 - E-news bi-weekly
 - Congregational communication about groups, serving opportunities, etc
 - Posting Announcements and Reminders on Teams and SK Notify
 - Creating surveys when needed (Survey Monkey)
 - Special e-news, letters and all congregation emails
 - Creation of flyers, booklets, posters and brochures as needed
 - Prepare Annual Report for Annual Meeting in May and compile Budget meeting report in August
- Manage production and editing of all regular and special communication around
 - Focused Vision
 - Responsible for design and implementation of a comprehensive communication plan around annual strategic initiatives including
 - Storytelling – capture, create avenues for sharing using tools such as Microsoft Sway, etc.
 - Communication with targeted groups
 - Worship:
 - Creating Weekly Digital Bulletins and posting on website, Teams and SK Notify
 - Shortening worship link (provided by Jane) on Bitly and posting on website, Teams and SK Notify
 - Creating QR code weekly for bulletin
 - Creating weekly Power Point presentation for service, sharing on Teams with the team
 - Posting sermons on YouTube and website weekly
 - Reporting ELW hymns on One License website
 - Maintaining organization of Teams files (moving old series files to “Past Series” folder, etc.)
 - Faith Brand
 - Maintain Faith brand and language across all communication (colors, style, logo, etc.)

Administration

- General office
 - Reception - provide reception, screen and transfer calls, check messages, create voice message greeting for church answering system
 - Managing Building Use Scheduling and general calendar
 - Monitor distribution of keys to staff, short-term building use, and volunteers
 - Yearly background checks on all active and new volunteers; track by date, name, and digital copies only, on Teams

- Manage data collection – data collection drives – using tools such as Survey Monkey and JotForm
- Record weddings, baptisms & deaths
- Database/SkNotify – retrieval and additions
- Charitable helps – assist those with need for help, carefully listening to their stories to determine need and make referral, etc. (record keeping included)
- other duties as agreed upon

Human Resources

- Distribute annual holiday schedule
- Maintain personnel files including digital employee background checks
- Work with pastor to keep Employee Handbook up to date
- Prepare “Welcome New Employee” digital packet including all forms, employee handbook, etc.- meeting w/new employee to help them know where to locate what within office

Reports to: Lead Pastor

Time: 25 hours/week

Salary: \$