



Job Description and Qualifications

Job Title: **Communications Assistant**
Department: Communications
Position Schedule: 24 hours per week
Position Status: Non-exempt, eligible for overtime
Reports to: Director of Communications
Supervises: Volunteers
Date: January 13, 2017

Purpose:

To serve Jesus Christ through Chapel Hill Presbyterian Church by assisting the Director of Communications, Graphic Designer, and other staff and volunteers in executing communications and marketing strategies and campaigns.

Primary Duties:

- Format, print, and produce communication deliverables
- Help write/proof content
- Contribute to ongoing Chapel Hill story archive
- Help plan/execute video projects
- Coordinate and execute promotional requests across all communications platforms
- Post website and social media content and help plan/execute email campaigns, using analytics to measure engagement
- Provide content for internal monitor announcement system and print posters throughout campus
- Hang Sanctuary and chapel banners and work with staff to post exterior signage
- Create and maintain photo library
- Track expenses for department budget and handle check requests
- Maintain supply of church print materials (envelopes, letterhead, etc.)
- Operate copy room equipment and maintain office supplies
- Maintain supplies and deliverables for Connect Center on Sundays
- Other tasks as assigned by the Director of Communications

Skills/Qualifications

- Excellent oral, written communications, marketing, and organizational skills
- Understanding of workflow for print and web publishing
- Knowledge of (or ability to learn) operation of onsite machines
- Computer skills, including working knowledge of (or ability to learn) Adobe InDesign, Microsoft Publisher, Word, Outlook
- Ability to use (or ability to learn) CMS and other digital applications
- Video shooting and editing skills or ability to learn
- Ability to work on multiple projects and meet deadlines in a fast-paced environment
- Basic understanding of marketing concepts
- Level headed problem solver
- Flexible, proactive, willing to take on new challenges



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- Excellent people skills
- Ability to work collaboratively and cross functionally as part of a team
- Ability to work independently with minimal oversight
- Ability to research information via the web or other means as needed
- Growing and personal relationship with Jesus Christ, commitment to serve, and teachable, caring, collegial, and compassionate spirit.