



Staff Role Description

Communications Administrative Assistant

Ministry:	Communications (Central)
Reports To:	Communications Manager
Average Hours Per Week:	28
Job Type:	Non-Exempt
Last Revision Date:	October 2020

Role Overview

Under the direction of the Communications Manager, the Communications Administrative Assistant will work to support the daily operations of the communications ministry by performing daily responsibilities as well as project management tasks.

General Requirements

The Communications Administrative Assistant must ...

- Be a committed follower of Jesus
- Understand and embrace a Biblical theology of the kingdom of God
- Embody The Chapel's values of being completely giving of ourselves to God and others, believing He for really big things, trusting Him in the really hard things, never pretending to be anything we aren't – and finding ways to enjoy life and have a lot of fun along the way
- Have a winsome personality and a demonstrated ability to communicate with and build relationships with a variety of people.
- Have exceptional formal, interpersonal, written and oral communication skills
- Be action-oriented with proven results
- Have the ability to multi-task efficiently and effectively, prioritizing according to ministry needs
- Have strong ability to use all computer software and programs needed to accomplish assigned tasks such as Google Suite, Microsoft Outlook, Microsoft Office, and project management tools such as Asana. Experience or the ability to learn basic WordPress skills is desired.

Communications Administrative Assistant

Primary Responsibilities

Under the direction of the Communications Manager, the Administrative Assistant will work to support the daily operations of the communications team. The responsibilities of this role may include, but are not limited to, the following:

- Basic, detail-oriented project management tasks such as item follow-ups and project delivery notifications
- Support the Communications Volunteer System by
 - Working alongside the Digital Manager to schedule volunteers for online hosting
 - Participating in various projects to recruit and retain volunteers for communications ministries
- Support the central Communications Strategy by
 - Participating in the scheduling of social media posts as directed
 - Participating in the posting of new groups and events to the website as directed
- Support Communications operations by
 - Managing invoices, expense reports, and payments
 - Creating reports and forms as needed (e.g. survey responses, website forms, etc.)
 - Managing DropBox organization for the use of shared content between central Communications and campuses
- Supporting the Communications Manager in projects such as Christmas, Easter and other seasonal events

This staff role description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.