



Staff Role Description

Communications Assistant

Ministry:	Communications
Reports To:	Communications Director
Average Hours Per Week:	Full-time, 40+ hours per week
Role Type:	Exempt/Non-Exempt
Last Revision Date:	December 2023

Role Overview

The Communications Assistant provides administrative support to the Director of Communications and, by extension, the Communications Team. Responsibilities range from office management, calendar management, database input, project management, event planning, hospitality, and other duties as assigned.

Primary Responsibilities

The Communications Assistant must provide administrative support to the Communications Director and Communications Team. The responsibilities of this role may include, but are not limited to, the following:

- Working primarily during office hours as a resource to The Chapel's Communications Director and, by extension The Chapel's Communication Team
- Support the Communications Director with scheduling and high-level project management
- Compile and distribute any necessary reports to the Communications Director
- On behalf of the Communications Director, manage all correspondence by reading and reviewing all emails with the highest degree of confidentiality and integrity (both received and sent), assisting with keeping the inbox up-to-date and responding via email or phone, when appropriate
- Provide office management by receiving and distributing mail and deliveries, ordering supplies, etc.
- Assist in the compilation of high-level project and event plans
- Coordinate all administrative duties with the scheduling of meetings, calendar management, room reservations, invites, food, travel, etc.

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- Plan and schedule team retreats and gatherings
- Provide effective communication between staff, ministries, volunteers, church members, etc. via email, phone, and face-to-face conversations
- Attend various meetings including all-staff, team, and certain ministry-specific meetings
- Transcribe, file, and maintain notes and documents for the Communications Director
- Compile and distribute any necessary reports to the Communications Director
- Manage the PTO, solitude, work from home schedule of the team and reporting it back to the Communications Director and Project Manager
- Complete monthly expense reports and check requests for the Communications Director
- Adopt the tone and communication style of the Communications Director
- Manage all Christmas, Easter, holiday plans and ordering of necessary items for plan execution
- Write and distribute weekly host notes on behalf of the Communications Director
- Prep the Communications Director for the week by providing a week-at-a-glance and compiling and sending meeting agendas, etc.

General Requirements

The Communications Assistant must ...

- Be an example of the type of Christ follower that we want our people to become by holding to our approach to ministry and embodying our culture
- Demonstrate a passion and aptitude for making disciples of Jesus and embrace genuine Christian community as the primary vehicle of discipleship at The Chapel
- Believe that the Holy Spirit indwells and empowers every follower of Jesus, and consistently experience the very power and presence of God at work inside, through, and around themselves as they participate in God's mission in the world
- Share in the continued mission of Jesus by consistently ministering, through the power of the Holy Spirit, God's presence, love, truth, and power to all those encountered
- Have a strong relationship with God, as evidenced by a healthy devotional and moral lifestyle
- Have a strong family life, as evidenced by the quality of the relationship with their spouse and children (where applicable) and their ability to effectively manage their finances
- Be inspiring, motivating others to sacrifice for God
- Be an effective communicator, both formally and informally, with warm and engaging interpersonal skills that are both relational and inspiring
- Have strong written communications skills and be able to communicate on behalf of other people
- Be able to multi-task efficiently and effectively, prioritizing according to team needs
- Have strong attention to detail while working in a fast-paced, ever-changing environment
- Have a strong ability to use all computer software and programs needed to accomplish tasks
- Have proven and successful experience in all areas under the Primary Responsibilities

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Additionally, the Communications Assistant must embody the purpose, vision, and values of The Chapel, as outlined below, by being a visible example and model to all those within their scope of influence.

Our **PURPOSE**: *To help people come alive to God*

Big Idea: Revival -- All of God in all of us for all of our world

Revival happens when we help our people ...

- Carry the Christianity of Jesus
- Pray Heaven to Earth
- Be a Force for Good
- Live as part of a Kingdom Community

Our **VISION**: *To help ignite a spiritual revolution*

We want to see our purpose of helping people come alive to God happen on a grand scale by multiplying Kingdom Communities through ...

- Widespread Spiritual Awakening (All of God)
- Revitalization of the Church (All of us)
- Transformation of Society (All of our world)

Our **VALUES**: *We are a people completely giving ourselves to God and others, believing Him for really big things, never pretending to be anything we aren't— and finding ways to enjoy life and have a lot of fun along the way.*

- Be All-In: A fully committed people who come in third
- Have Expectant Faith: He is who he said he is and will do what he said he will do
- Be Authentic: Honest, forthright, plain-spoken, and integrity-filled
- Have Fun: Vibrant, winsome, joyful people

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