

Communications Assistant Job Description

**Part-Time, 20 hours per week (Sunday-Thursday)
Reports to Executive Assistant**

Position Summary

The Communications Assistant supports the mission and ministry of the church by helping create, manage, and distribute clear, engaging, and consistent communications across print and digital platforms. This role plays a key function in keeping the congregation informed of church news, connected through worship and programming, and inspired to actively participate in the life of the church.

Key Responsibilities

Weekly Bulletin & Print Materials

Design, produce, and distribute church bulletins for weekly and special services, ensuring accuracy and clarity of announcements, order of service, and event details. Coordinate with ministry leaders and staff to gather content and updates. Create additional print materials as needed, including flyers, brochures, and event programs.

Worship Presentation Support

Prepare and organize slides for worship services using church presentation software. Ensure accuracy of song lyrics, scripture passages, sermon notes, and announcements. Collaborate with worship leaders and tech team to support smooth service execution. Launch and operate Sunday morning livestreaming of the traditional worship service.

Social Media Management

Assist the Director of Communications to create, schedule, and publish content across church social media platforms (e.g., Facebook, LinkedIn, YouTube, etc.). Develop engaging posts that highlight church events, ministries, sermons, and community life. Monitor engagement, respond to messages/comments as appropriate, and track basic performance metrics. Ensure all content aligns with the church's vision, mission, and branding.

Digital Communications & Publications

Assist the Director of Communications in preparing and distributing email notifications and other digital communications. Update website content, including announcements, event slides, and ministry information. Support the creation of digital graphics and visual assets for online and in-service use.

Administrative Assistance

Fulfill back-up role to the Executive Assistant in their absence, welcoming and assisting visitors and members to the office floor. Perform other necessary functions in support of the church's ministry, as appropriate.

Qualifications

- Degree or extensive experience in Communications, Journalism, Public Relations, or relevant field.
- Strong written and verbal communication skills with strong attention to detail.
- Basic graphic design skills and familiarity with various design tools (e.g., Canva, Adobe Suite, or similar).
- Experience with social media platforms and content creation.
- Comfort with presentation software and willingness to learn new tools.
- Ability to manage multiple tasks and meet deadlines.
- Alignment with the church's mission and values.
- Availability to work Sunday-Thursday

How to Apply

Please submit a resume, brief cover letter, and samples of relevant work (e.g., social media posts, design projects, or publications). Send all to Scott Alford, Executive Minister, at salford@germantownumc.org.