



TITLE: Communications Assistant
I REPORT TO: Director of Communications
REPORTING TO ME: N/a
CATEGORY: Support Staff
CURRENTLY HELD BY:
LAST UPDATED: August 2010

Purpose: To maximize the effectiveness and efficiency of the Director of Communications by serving him in administrative tasks to include but not limited to data entry, organization, editing, assisting in driving communication forward.

Experience & Skills:

- Must be proficient in Microsoft Office, particularly Power Point.
- Experience in Photoshop a plus, but need not be a designer.
- Experience in WordPress and social media (Facebook, Flickr, Twitter) a plus but will train as necessary.
- Good organizational & time management skills.
- Self-motivated, attention to detail, strong work ethic.

Duties

- Enter events into Sojourn calendar and campus/ministry pages.
- Manage online Resource library.
- Assist campus pastors/assistants with weekly campus emails.
- Assist with text-editing, printing/hanging posters at The 930 and distributing to other campuses.
- Change web home page banners as needed (light editing required, no design work).
- Format weekly Power Point announcements for each campus and send to appropriate parties.
- Tagging and categorizing blog posts, photos and videos as needed in WordPress, Flickr, YouTube and other simple platforms.
- Upload audio, artwork and synopsis of the weekly sermon to sojournchurch.com and Acts 29 iPhone app.
- Occasionally research pricing and time-factor issues regarding signage and design projects.

Expectations and Compensation

16 hours per week, \$10-12 per hour based on experience.

