

Plymouth Congregational Church

Job Description

TITLE: Communication Specialist/Office Assistant

FLSA: Exempt Non-Exempt
CLASSIFICATION: Ministerial Non-Ministerial

SALARY RANGE:

REPORTS TO: Office Manager/Senior Minister

SUMMARY OF POSITION: This part-time position serves as Communication Specialist and Assistant to the Office Manager. This position is responsible for the communication and social media postings of the church.

QUALIFICATIONS: Strong knowledge of office administration skills normally acquired through completion of high school with a secretarial/clerical emphasis and additional training in correspondence. Needs excellent communication skills, both written and oral, plus good social skills to work within a diverse and challenging work environment. Flexible yet focused enough to complete tasks in a timely manner. Must be organized in work habits and proficient in computer skills of word processing, databases, desktop publishing, and spreadsheets.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Uphold the policies, vision and covenant of Plymouth Church.
- Oversee the use of the church membership database, preparation of the church calendar, and scheduling of building use by various groups.
- Edit, assemble, and print church publications, directories, bulletins, newsletters, booklets, reports, and certificates.
- Design forms and publications, both printed and electronic, compose correspondence to members and visitors.
- Maintain the Plymouth website and social media sites, posting updates, news events, photos, and other material provided by staff and lay leaders.
- Attend weekly staff meetings.
- Work with and complement the Media Specialist and Evangelism & Marketing Board to promote Plymouth Church ministry and mission through all available media.
- Provide clerical/secretarial support to Senior Minister, Associate Minister, and Music Director.
- Provide clerical support to the Executive Council and Boards when deemed appropriate and necessary.
- Cross train as back up to Receptionist/Office Assistant.
- Cross train on weekly cash receipts and disbursements.
- Assist with the Boar's Head Festival, helping with tickets and preparing and mailing assorted correspondence. See workflow document.
- Coordinate with Media Specialist re: Sermons and Special Events.
- Generate reports using current formats, as well as create new reports as needed.

POSITION/PHYSICAL REQUIREMENTS: Although this position can be primarily sedentary, the communications specialist will be working in office locations on several floors of the church. There is some lifting (up to 20lbs) of office supplies and initial troubleshooting of office equipment. Ability to use a computer and various pieces of office equipment including a copier, telephone, fax machine, and intercom. Understanding of building security system and physical layout of the facility. Analytical ability sufficient for designing forms and composing correspondence to meet the needs of the ministerial and music staff. Interpersonal skills sufficient for effectively dealing with a very diverse group of staff, congregation, vendors, and walk-ins. Conflict resolution skills. Ability to handle confidential information with discretion and maintain confidentiality. Mental/visual acuity sufficient for maintaining concentration on work to meet deadlines with frequent interruptions. Abide by Plymouth Staff covenant, Safe Church policy, and Environmental/Green policy. Criminal records check needed.

CORE COMPETENCIES:

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Process Management and Organizational Knowledge: Good at both formal and informal problem solving; knows how to organize people and activities; understands how to separate and combine tasks into efficient workflow; sees opportunities for synergy and integration; knowledgeable about congregational communication, decision making, and leadership works; can maneuver through charged political situations effectively and quietly and anticipates barriers and plan their approach accordingly.

Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates their efforts on the most important priorities; able to generate innovative ideas; uses good judgment about which ideas and suggestions will work.

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