

Communication Specialist/Administrative Assistant

The Communication Specialist/Administrative Assistant supports the various church ministries' communication needs. He/she has knowledge of commonly used concepts, practices and procedures within the communications field. The CS/AA must possess the strong organizational and interpersonal skills essential for collaboration with staff and commission members to accurately represent PCW's mission and vision to both church members and the community. The management of program registrations and logistics is a function of this position. The Communication Specialist/Administrative Assistant is a full time employee and a member of the Lay Staff.

Accountability and Relationships:

The Communication Specialist/ Administrative Assistant is accountable/reports to the Church Administrator and the Head of Staff. He/she works closely with the Communication Commission and the Youth Commission.

Responsibilities:

1. Provide staff support to the Communications Commission
2. Collaborate with commissions and ministries regarding communication issues
3. Attend all staff and program staff meetings
4. Attend Communication Commission Meetings as necessary (compensatory time is applied)
5. Executes all print and electronic communications, internal and external including:
 - a. Newspaper Advertising
 - i. Create ads
 - ii. Distribute to local newspapers and online news sites
 - b. Press Releases
 - i. In consultation with the Pastor and Commissions, write press releases
 - ii. Select appropriate media outlet and oversee distribution of releases
 - c. Website
 - i. Maintain and update the PCW web page
 - ii. Maintain Events Calendar
 - iii. Create, maintain and administer online registration forms
 - iv. Create, send and manage e-news
 - d. Internal Publications
 - i. Coordinate with Commissions and program areas
 - ii. create and distribute both internet and print publications
 - iii. Internal publications include, but are not limited to:
 1. Seasonal devotional books and brochures
 2. Stewardship materials
 3. Pew publications
 - e. Social media
 - i. Maintain and update the PCW social media accounts
 - ii. Create, Post and schedule social media content
6. Execute event registration, reservations and travel arrangements for mission activities
7. Supplemental Tasks
 - a. Support other commissions as may be assigned
 - b. Other duties assigned by the Church Administrator

Qualifications:

- Bachelor or Associate Degree in communications or related field.
- Proficient in the use of Word, Excel and Power Point.
- Proficient in database management.
- Proficient in art creation and editing programs such as InDesign, Photoshop and Adobe Suite
- Experience with social media management and strategies