

## **Grantham Church Communications Assistant**

**Description:** The Communications Assistant provides support to the Senior Pastor and the rest of the pastoral, administrative, and support staff by creating digital online media and graphic designs for furthering church communications and enhancing the ministries and outreach of the congregation.

**Reports To:** Senior Pastor

**Hours/Schedule:** 10 hours per week (part-time); while the digital and graphic design work can be completed remotely, we would prefer the Communications Assistant be in the office for at least an hour or two a week, preferably on Monday or Tuesday afternoons. Staff meetings are Tuesdays at 10:00 am.

**Compensation:** Salary commensurate to experience and capabilities

**Benefits:** Pursuant to current benefits in accordance with Employee Handbook

**Qualifications:**

- A personal, vital, and growing relationship with Jesus Christ
- Currently an active member of a local church
- Capable and eager servant
- Passionate about furthering the mission of the church
- Prior experience and proven skills in graphic design
- Communication and interpersonal skills
- Demonstrates a spirit of cooperation and enthusiasm
- Eagerness to be an effective member of a working team
- Familiarity and experience using Microsoft Office; knowledge and experience with CANVA or another graphic design software

**Duties and Responsibilities:**

Communications Support

- a. Graphic Design & Displays (75%)
  - i. Collaborate with staff members to create and display graphics and materials for various events and methods of communication, including but not limited to:
    1. Weekly Email from the Pastor (Body Life)
    2. Announcement slides
    3. Bulletin boards
    4. Yard signs
    5. Ministry “logos”
    6. Signage around the building
    7. Handouts for congregational meetings and special events
- b. Digital Online Media (25%)
  1. Create and schedule regular communication posts to Facebook
  2. Create content and maintain the church website and podcast