

WADE BAPTIST CHURCH
Job Description

JOB TITLE: **ADMINISTRATIVE COMMUNICATIONS ASSISTANT**

REPORTS TO: Office Administrator

Description:

The Administrative Communications Assistant provides essential administrative support to the church staff and ministries while also overseeing and executing internal and external communications. This position is key to ensuring the church runs smoothly administratively and remains connected and engaged with its congregation and community through various communication channels. The ideal candidate will be organized, detail-oriented, creative, and proficient in office and media technologies. They should also be a committed follower of Jesus Christ and align with the mission and values of Wade Baptist Church.

Qualifications:

Born-again believer and disciple of Jesus Christ
Hold high school diploma or equivalent
College coursework and/or experience in communications, marketing, graphic design, or related field preferred
Proficient in Microsoft Office (Word, Excel, Publisher, PowerPoint)
Experience with social media platforms, scheduling tools, and digital marketing
Experience with desktop publishing, basic graphic design, and video editing
Experience with website management and content creation
Willingness and ability to learn church management software (Planning Center)
Strong attention to detail, accuracy, and organization
Ability to prioritize tasks, manage multiple projects, and work independently
Flexibility to adapt to changing circumstances and schedules as the needs of ministry change
Excellent verbal and written communication skills
Pass pre-employment background check and training

Duties & Responsibilities:

1. Serve as the primary point of contact by handling incoming emails, phone calls, and visitor inquiries with patience, love, and respect
2. Provide general administrative support to church staff and ministries as approved by Office Administrator
3. Review, open, and distribute mail
4. Maintain/organize office supplies and oversee office equipment service needs
5. Maintain organized filing system of data, documents, and correspondence
6. Maintain and organize church keys and volunteer bus driver documentation
7. Create and maintain communication for groups including classes, committees, teams, and special groups
8. Maintain and record Sunday school attendance
9. Compose, review, and edit drafts, memos, reports, and other correspondence for internal and external communication
10. Support scheduling and preparation for baptisms and church events

11. Maintain digital vehicle maintenance log
12. Routinely check facilities and common areas to make sure things are neat, organized, and stocked
13. Promote/communicate information and events to the church body and community, according to the Communication Plan, using digital and print channels such as pulpit announcements, bulletins, prayer guides, screens, email, social media, digital sign, website, and other appropriate platforms
14. Manage, monitor, and update church social media accounts (ex. Facebook, Instagram, etc.) using best practices, performance metrics, and analytics
15. Maintain and update church website content
16. Train and coordinate team of volunteers for livestreaming services
17. Edit and upload sermons and media content to the church website and social platforms
18. Take, organize, and maintain event photos/videos for archives and promotion
19. Ensure all media/speaker release forms are properly completed and filed
20. Process video/media requests for staff and ministries as needed
21. Manage promotional ads and public outreach materials
22. Attend staff meetings as requested
23. Collaborate with other staff in planning and executing church-wide events
24. Cross-train and provide backup support for other support staff
25. Maintain confidentiality and discretion regarding all church business and information
26. Follow all church policies and procedures
27. Represent Wade Baptist Church in a Christ-like, helpful, and respectful manner at all times
28. Dress in a casual, yet professional, manner
29. Perform other duties as assigned by Office Administrator or Senior Pastor