

BLOOMING GLEN MENNONITE CHURCH

JOB DESCRIPTION | COMMUNICATIONS ASSISTANT

REVISED, MARCH 23, 2024 | EFFECTIVE DATE, APRIL 8, 2024

This is a church administrative staff position. The communications assistant serves an average of sixteen (16) hours per week (.40FTE) – some of which may be done remotely as approved in advance. The job description is approved by the Congregational Leadership Board upon recommendation of the lead pastor. Annual compensation is approved by the Congregational Leadership Board, upon recommendation of the Stewardship Foundation Group as presented by the Wages and Benefits Committee. The communication assistant is hired by the lead pastor and executive coordinator. The communications assistant reports to the executive coordinator for supervision and works closely with the lead pastor regarding content. This is an “at-will,” non-exempt position.

The communications assistant has the responsibility, authority, and accountability to provide for the print, electronic, and visual media that informs congregational life. In addition, the communications assistant also advises the lead pastor and other church leadership to improve overall church communication.

“A” PRIORITY DUTIES | THE IMPORTANT STUFF THAT YOU MUST CONTINUALLY MANAGE.

1. **General Office Administration** – Maintain healthy capacity for self-awareness in professional and social interactions with staff, congregants, vendors, and the community. Attend and actively participate in weekly staff meetings. Convene regular meetings of a communications team, including the lead pastor, executive coordinator, and others as determined to develop an overall message calendar, conduct effectiveness reviews, and solve problems as needed.
2. **Managing Glen News** – Overall charge of the content, editing, production, distribution, and continued improvement of *Glen News*, the weekly print and online newsletter of the church (*Primary Internal Communications*).
3. **Website Manager** – Update content of the church website (www.bgmc.net), with a focus on its usefulness and accessibility (*Primary External Communications*).

“B” PRIORITY DUTIES | THE NECESSARY STUFF THAT YOU NEED TO COORDINATE/DELEGATE.

4. **Social Media Coordinator** – Determine social media platforms, and approve, edit, and post content regularly. Recruiting, equipping, deploying, and supporting volunteers to assist with social media creation is expected.
5. **Announcement Coordinator** – Give input to those planning and leading worship regarding the worship notes and create pre-service slideshow announcements for Sunday worship.
6. **Brand Identity Consultant** – Recruit, equip, deploy, and support a team to develop, implement, and oversee church “brand” identity.
7. **Special Projects Consultant** – Work with individuals and teams of persons who seek to engage in various audio-visual projects to further facilitate the public messaging and brand identity of Blooming Glen Mennonite Church.