

PROVIDENCE BAPTIST CHURCH
MINISTRIES & COMMUNICATION ASSISTANT
POSITION PROFILE



The Ministries and Communication Assistant is to serve Providence Baptist Church by managing and enhancing the church's communications efforts and leading administrative and ministry-related support to the other staff members. These duties include church communication and correspondence, Social Media content creation, database maintenance, supply purchasing, calendar coordination, office management, and phone and office reception

PERSONAL QUALIFICATIONS

- Evidence of conversion and spiritual growth
- Genuine love for God and others
- Consistency in the spiritual disciplines
- Healthy family life
- History of active church membership and involvement
- Personal organization and self-management
- Integrity in life and work
- Fit in with an environment that values hard work, health, humor, humility, honesty, and hope.

SKILLS NEEDED

- Excellent written and verbal communication skills
- Proficiency with Microsoft Office Suite, Google Workspace, and basic office technology.
- Experience with social media management and website platforms.
- Ability to design simple graphics, flyers, and promotional materials (experience with Canva, Adobe Create Suite, or similar tools preferred).
- Strong organizational and time-management skills to coordinate multiple calendars, ensure database accuracy, as well as vendor/supply coordination.
- Administrative skills of planning, organizing, and multitasking, while still giving attention to details.
- Team skills to work with the church leadership, staff, ministry teams, and members.
- Learning skills, eager to grow personally and professionally.

PRIMARY RESPONSIBILITIES

- Implement the vision, philosophy, and strategy as set by the elders and church staff.
- Manage and maintain the church's website and social media platforms
- Develop and distribute weekly bulletins, newsletters, emails, and announcements.
- Create promotional materials for church programs, events, and ministries, ensuring all communications reflect the church's brand, vision, and values.
- Provide administrative support to other staff, including scheduling, correspondence, database management and document preparation.
- Order church and office supplies and monitor inventory.
- Coordinate the church calendar, facilities usages, and special events.
- Not responsible for financial book-keeping, but assist with basic functions like reimbursement requests, expense forms, check printing, event payments, etc.
- Communicate with volunteers in various ministry areas.
- Other duties as assigned.
- Serve under the direction and accountability of the elders. Report directly to the Lead Pastor.

APPROACH TO MINISTRY AT PROVIDENCE

- Lead people as their servant, seeking their spiritual growth and fruitfulness.
- Labor from a genuine love for God, people, and the church.
- Pursue excellence in ministry and all work performed.
- Serve as a team player with the church leadership and staff.
- Seek to help in areas of church life beyond the scope of the position.
- Providence is a Southern Baptist congregation. Staff members affirm the church's support of the SBC's statement of faith and missions.