

Communications Administrative Assistant

POSITION SUMMARY & OBJECTIVE

The Communications Administrative Assistant is a part-time position (29 hours) that provides support to the Communications Department, focusing on administration and project management. We are seeking an energetic, highly organized person who is able to successfully manage multiple roles and duties which support the many initiatives of Bethel's robust and multifaceted Communications Department.

In 2024, Bethel will significantly increase its use of media. This will entail developing fresh marketing, branding, advertising, and general communications, as well as innovating old ones and eliminating ones that are no longer effective. We're going both deeper and wider, and this will create (and require) a new level of efficiency at every touchpoint in the ideation and execution process. This role is designed to provide support to all these efforts.

RESPONSIBILITIES

Administrative

- Coordinate the weekly project workflow from the different departments in Bethel.
- Update and send weekly, church-wide communications via email.
- Facilitate the development of project briefs for a diversity of communication efforts.
- Work directly with ministry leaders when necessary.
- Maintain physical and digital filing systems.
- Input and update information in databases and spreadsheets.
- Conduct scheduling for various meetings and projects.
- Manage vendor relationships and coordinate logistics for printed materials to all three campuses.
- Respond to emails and other project requests from the ministry staff and operations.
- Use word processing (Word) and presentation software (PowerPoint) to create and edit documents.
- Efficiently operate office equipment, including printers and copiers for in-house materials.
- Work well with other colleagues and contribute positively to a team environment that highly respects others—both personally and professionally—toward the continuous goal of producing excellent work.
- Help ensure deadlines are met—especially those that go down to the wire.
- Able to pivot quickly between projects should the requirements of the project change.
- Present a positive and professional image for the church.

Graphics Design and Media

- Possess great attention to detail to ensure that all specifications on all projects are met completely and are free of any errors.
- Has a naturally creative mindset with the capability to bring a design to life with simple, clear instructions. This would include helping with projects as small as a restroom flyer to projects as large as multimedia marketing campaigns.

- Demonstrate strong, proven organizational skills that adapt well in a fast-paced environment.
- Has technical skills to work proficiently in the Adobe Creative suite of applications, specifically Photoshop, InDesign, and Illustrator (Mac).
- Able to make content updates to Bethel's website.
- Create (and post) social media (currently, Bethel uses Facebook and Instagram) content that ranges from simple (assimilating pictures and text into a single post) to complex (including graphics and video). Understanding of best practices for posting on social media is necessary. This will require a basic understanding of how to select and secure stock photos and video from various photo and video websites.
- Possess high-performing time management skills to work on multiple projects simultaneously while helping assure each project is coordinated and completed well and accurately.

General / Other

- Attend monthly staff chapels and lunches.
- Participate in other activities and ministries as needed.
- Provide occasional support at the main office reception desk.
- When requested, assist in mail drops/pickups at the post office.
- Other responsibilities may be added as new ministry needs arise and personal gifting develops.

REPORTING STRUCTURE

The Communications Administrative Assistant will primarily report to the Executive Director of Operations and will receive day-to-day direction from the Communications Manager and Communications Strategist.

QUALIFICATIONS

- Be a member (or planning to become a member) of Bethel Church, and fully support Bethel Church's doctrine, philosophy, and leadership.
- High school diploma or equivalent.
- Strong, proven administrative and organizational skills.
- Excellent proofreading and data entry abilities.
- Familiarity with clerical tasks and general office operations.
- Computer literacy, including proficiency in the MS Office Suite.
- Strong, proven communication skills, both written and verbal.
- Ability to work well both independently and within a team context.
- Must possess solid time management skills and organizational abilities. This position has multiple and frequent interruptions, causing reprioritization of tasks to meet multiple demands. The ability to wear many "hats" simultaneously is desirable.