

Revised 11/20/25

Position Title	Department/Ministry/Location
Creative Assistant	Communications Team
Supervisor Position Title	Weekly Hours
Communications Pastor	Up to 20 hours/week
Position Status/ Classification	Ministerial Status
Regular Part-time	N/A

#### Position Summary:

The Creative Assistant (CA) assists the Communications Pastor in carrying out the ministry of University Christian Church (UCC), guided by our Vision, Mission, and Values (VMV), with a focus on social media engagement and administrative support/oversight of projects and initiatives. As such, the CA represents UCC (staff, elders, and congregation) at all times and will hold themselves to a higher standard of personal and professional excellence.

The Creative Assistant provides focused support to the Communications Pastor by managing social media, assisting with creative capturing and production, and providing administrative and event-related support. This role helps ensure clear, consistent, mission-aligned communication across the church while contributing to a sustainable workflow for the Communications Pastor.

The essential functions include, but are not limited to the following:

- Assists with ministry communication (i.e., social media, website, written/electronic communications, email marketing, etc.)
  - This includes creation of ideas, capturing necessary storytelling elements (photo, video, text, etc.), production of communication pieces, publishing and managing said content.
- Oversee the social media content across all platforms as directed by the Communications Pastor.
  - Current platforms: Facebook, Instagram, YouTube, Google, Apple Maps, Yelp, Subsplash (ministry-specific website platform, very similar to Wix or Squarespace)
- Performs a wide range of administrative and support activities as requested (i.e., weekly ministry aid/multimedia preparation, website management, posting of sermon notes, volunteer coordination, etc.).
- Aides with preparation, logistics, and administration for various ministry events.
- Enables clear and effective communication across staff and volunteers as needed. Ensures the Communications Pastor is kept abreast of any issues requiring her attention as it pertains to communications and UCC at large.
- Meets regularly with the Communications Pastor for any necessary training, equipping, oversight and ministry coordination.
- Provide proofreading, editing, and formatting support.

- Help maintain brand consistency across all media and communication outputs.
- Support series branding, ministry promotions, and event-related creative needs.
- Communicate warmly and professionally with volunteers, ministry leaders, and staff.
- Assist with event preparation work (signage, printed materials, presentations).
- Engage with comments, messages, and online interactions in a timely and appropriate manner.
- Performs other related duties as assigned by the Communications Pastor.
- Abides by all policies and procedures contained in the UCC Employee Handbook.

#### Qualifications (Knowledge, Skills, and Abilities)

##### Education and Experience:

- High school diploma or equivalent and one to three years of related experience in an office or similar creative environment.
- Excellent computer skills with proficiency in Adobe Suite, CapCut, Instagram Edits, Canva, or similar software
- Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

##### Knowledge, Skills, and Attributes:

- Vibrant follower of Jesus with strong character.
- Commitment and support of UCC's vision, mission, and values.
- Possess cultural awareness and sensitivity.
- Live the staff values of UCC.
- Active and engaged member of UCC preferred.
- Strong multi-tasking and follow-up skills with ability to manage and meet deadlines.
- Must be able to maintain confidentiality and discretion, be detail oriented, collaborative, and possess strong organizational and prioritization skills.
- Self-starter, critical thinker, and problem solver who can work out what needs to be done, not just follow a to-do list
- Strong verbal and written communication skills including editorial and proofreading skills.

##### Licenses, Registrations, and Certificates:

- A background check and drug screening are required

##### Physical Requirements:

- Able to conduct business both sitting and standing, in an active and dynamic environment (classroom, office). The ability to lift up to 20 pounds at times is expected.
- Able to commute to and from work to the church campus or designated off site locations; as necessary.
- A background check and drug screening are required.

##### Salary:

- Commensurate with experience and capability at an hourly rate. To be discussed in the hiring process

**Employment At-Will:**

All employees of UCC are at-will, and as such, are free to resign any time without reason. UCC, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of UCC has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

**Acknowledgment**

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of my supervisor and/or the Executive Pastor.

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_