



Job Description

Position Title:	Communications Associate
Reports to:	Communications Director
Status:	Part-time (16 hours per week)
FLSA Classification:	Non-exempt
Creation/Revision Date:	March 12, 2018 / February 2, 2024

SUMMARY

The Communications Associate supports the organization and promotion of Community Bible Church's ministries working in conjunction with the office, pastors, and volunteers to coordinate, develop, and maintain creative and consistent messaging used to communicate and promote CBC's vision and ministries to audiences both inside and outside the Church Body. The primary focus of the position is for digital strategy including social media, internet and apps.

ESSENTIAL FUNCTIONS

- Work in harmony with the pastoral and ministry staff of CBC.
- Support, promote, and align job performance with CBC's vision, Statement of Faith, and doctrinal statement in order to further God's work here on earth through the Body at CBC.
- Communicate with clear and simple communication to a wide variety of people.
- Develop a digital strategy with a wide variety of popular social media platforms and websites and coordinate this strategy with Communications Director.
- Cast vision and improve communications outside the church to the communities within CBC's reach.
- Oversee the weekly newsletter (Weekly Loop) including design, preparation, and distribution.
- Oversee the weekly program including design, preparation, printing, and distribution.
- Provide suggestions and communications regarding website and CBC's ministry presence on the internet.
- Maintain church website and app.
- Oversee and ensure proper compilation and preservation of pictures, etc. for historical and promotional purposes.
- Oversee the Social Media Team.
- Work with the Communications Director to keep CBC's advertising up to date and to promote upcoming events to the general public through a comprehensive digital strategy.
- Request room/security/set up/technical needs within Facility Scheduler for the Communications Department as needed.
- Demonstrate an ability to discover and, if necessary, master new technologies that will provide CBC the ability to efficiently communicate its vision to the appropriate audience.
- Complete purchase order request forms to order all printing supplies and special printed materials.
- Serve as back-up for the Communications Director.

NON-ESSENTIAL FUNCTIONS

- Provide assistance to other office staff with answering phones and greeting guests as needed.
- Other duties as assigned.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

Education and/or Experience

High school diploma required; social media and website experience in an organization setting highly recommended; experience with graphic design / videography and office experience are a plus.

Other Skills, Abilities, and/or Training

- Must have a working knowledge of computers and software specific to Community Bible Church, including: Microsoft Office Programs including Publisher, Word, Excel, PowerPoint, Outlook (Adobe knowledge is a plus)
- Must be able to communicate in a clear and personable manner.
- Must be creative and have adequate publication design skills.
- Must be able to communicate in a clear and personable manner.
- Must be able to work in a team environment, as well as take initiative to follow through on individual tasks.
- Must have excellent organizational and administrative skills.
- Must have the highest standard of excellence for media in the church, yet flexible to the abilities and time constraints of given conditions.
- Demonstrate passion for the people of CBC; customer-service orientation.

PHYSICAL DEMANDS

- Regularly required to remain seated in a normal position for long periods of time
- Occasionally required to stand for long periods of time
- Regularly required to move about
- Regularly required to climb stairs and/or ladders
- Regularly required to maintain balance while walking, standing, crouching, or running
- Occasionally required to stoop, kneel, crouch, and/or crawl
- Occasionally required to reach up and out with hands and arms
- Regularly required to talk and hear; verbally express information or instructions
- Regularly required to use hands to grasp objects, type, pick up objects, move objects, or hold objects
- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet
- Occasionally required to push and/or pull up to 25 pounds a distance of 10 feet

VISION REQUIREMENTS

To successfully perform this position, individuals must possess the following:

- Close vision (clear vision at 20 inches or less)
- Depth perception and the ability to judge distances and spatial relationships
- Adjustable focus
- Ability to distinguish colors

WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is regularly exposed to indoor conditions and moderate noise level; the individual is occasionally exposed to outdoor weather and temperature extremes.