

Coral Ridge Presbyterian Church

Job Description Form

Department	Marketing and Communications		
Job Title	Communications Assistant		
Reports to	Director of Operations	Type of position	PT
Currently held by	Andrew Nichols	Hours	24 - 30 hours

POSITION OVERVIEW

The incumbent is responsible for assisting the communications team with the development and production of communication materials for all development initiatives. In this capacity, the incumbent works with social media management, photography, digital content management and other communication initiatives.

ESSENTIAL JOB FUNCTIONS

- Social Media Management
 - Gather consistent and relevant content to share on various social media platforms
 - Work with Communications Manager and Director of Operations to develop a consistent strategy for social media and execute plan as needed
 - Develop and maintain a schedule for content distribution
- Photography and Videography
 - Attend church events with the intent to gather photo and video content
 - Ability to attend events outside of normal working hours
- Digital Content Management
 - Upload digital content to various media outlets
 - Ensure that content is shared in a timely manner
- Website/App Maintenance
 - Ability to make basic edits to website to keep the content relevant and organized
- Database Administration
 - Ability to adapt and work with a variety of database software programs
- Production
 - Edit photo and video footage to be shared with the congregation
 - General AV setup for various on campus events
 - Work with CRM as needed on projects
- Flexibility to perform other communications tasks as needed

QUALIFICATIONS

- Professing Christian, stable and growing in the faith.
- Detail oriented with strong organizational skills
- Dependable and able to take ownership/self starter
- Committed to the ministry of CRPC

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Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.	

Terms and conditions of employment

Please note:	Salaries, wages, and benefits are confidential matters and should only be discussed with the payroll accountant or church administrator	
Employee		
Job Title		
Start date		
Pay periods per year	24	
Salary / Wage rate	See Human Resources for more information	
Annual Vacation days	N/A	
Other	N/A	
Reports to		

CONDITIONS OF EMPLOYMENT

1. Adhere to the duties set forth in the job description.
2. Abide by the code of ethics for employees of Coral Ridge Presbyterian Church.
3. Follow all policies and procedures.
4. Be prompt and courteous.

SIGNATURE

I agree to the terms of employment as stated

Employee _____ Date: _____

Supervisor _____ Date: _____