

The Baptist Church of Beaufort

Position: Communication/Administrative Assistant

New: February 2019

Supervisor: Senior Minister

Hours: Full-time, 36 hours per week

Principle Function:

To develop for internal and external promotion of the church's life including events, programs, news, and key communications through mediums including church newsletter, communications during worship, church website, mailings, and various social media. Works directly with ministerial staff to promote effective and efficient support and communication with Deacons, Church Council, and Business meeting.

Qualifications and Educational Requirements:

Degree or minimum one-year experience in web design/communications.

Proficient in Word, Excel, Power Point, Endesign, and Web design.

Strong interpersonal and communication skills.

Strong organizational skills.

Ability to multi-task.

Work effectively with other team members in harmony.

Primary Responsibilities:

Develop strategy for both internal and external promotion of church events, programs, news, and general information.

Direct and involve Communication Team members as appropriate.

Lead and manage all church print communication including newsletter, worship guides, Posters, flyers, banners, cards, etc. Ensure consistency of brand and highest quality of production.

Lead and oversee effective web site communication and design.

Lead, manage, and direct all social media communication in addition to email communication.

Lead and manage the church's audio and visual technology. Provide promotional slides in worship, on site communications, and for special events.

Serve as resource for office technology issue or needs. Orchestrate computer/office equipment service if needed per existing contracts.

Serve as liaison to church committees and teams.

Maintain and distribute minutes of Deacon's Meetings, Church Council, and Business Meetings.

Maintain church calendar.

Involves receptionist in production of needed materials as appropriate.

Other duties as assigned.