

Communications Assistant Duties

- Proficient user of REALM; church website; Facebook; other social media as needed; all Microsoft Outlook products to include MS Publisher; email

 - ASSIST WITH REALM CONGREGATION MAINTENANCE
 - Assist congregation members to login, receive notifications, and update profile information on REALM
 - Send out correspondence and notifications of meetings, registration events, etc.
 - Provide assistance with online giving options for various financial campaigns and special offerings
 - Support Church-wide communications –
 - Responsible for mass communication to church congregation
 - Provide Sunday sermon on website, Facebook, etc.
 - Post event registration via various electronic and paper means
 - Provide electronic reminders to all members/affiliates for
 - changes in worship time/location,
 - community volunteer opportunities such as Community Table, summer backpack program, Faith Build, etc.
 - events taking place at the church
 - events offsite in which the church endorses
 - all others
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- provide online payroll forms and background check assistance for all new hires
- Prepare electronic bulletins – worship, weddings, funerals, etc.
- Church newsletter
 - create and manage electronic distribution of weekly and monthly
- Church Website:
 - Perform all updates, as necessary, required and directed, to church information on website
 - Maintain updated calendar on website
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- Meet with communications committee as necessary
- Assist the office assistant by creating electronic flyers, pew cards, signup sheets
- When possible, provide basic assistance to staff with all church computer applications
- Provide electronic communications assistance to church staff and committee members for bulk campaigns, scholarship applications, student invitations
- Provide development of various electronic templates for church membership, baptism, hymnal dedication, and other certificate work
- When necessary, work with the administrative assistant to provide setup assistance for technical equipment for presentations for Sunday school and any other church programming