



Christ Journey Job Description

Job Title: Mass Communications Ministry Assistant

Position Role: Provides operational support for Mass Communications staff and volunteer teams towards the effective accomplishment of the ministry.

Leader: Director of Mass Communications

Leads: Photography Volunteer Team

Spiritual Gifts: Administration, Encouragement, Help

Core Competencies: People skills, Project Management, Budgeting, Administration, Systemic Thinking, Training and Problem Solving

Spiritual Attributes: Christ-Centered Living as demonstrated by full participation in a local church

Intended Outcomes:

- Provides high quality administrative support for Mass Communications.
- Manages communications and video projects towards completion timelines.
- Supports the development of effective Mass Communications operational systems.

Tasks and Responsibilities:

- Tracks with open video and communications projects on Basecamp for any necessary follow up of information, schedule and deadlines. (i.e. Month@ChristJourney, event videos and graphics)
- Works with vendors to ensure deliveries are received and distributed in a timely manner to campuses
- Supervises general office logistics including but not limited to resource scheduling, mail, files and ministry supplies
- Works with Central Operations and Director of Mass Communications to develop and manage the Mass Communications budget in accordance with policies
- Manages the Mass Communications volunteer pipeline
- Completes weekly digital upkeep and scheduling of various channels. (i.e. website, YouVersion, app, and online platforms, and podcasts)
- Responsible for reporting data and church metrics for Marketing reports.
- Manages the Mass Communication Department's appointment calendar and responds to all emails and phone calls in a professional and timely manner.
- Assists with training new staff members on communication tools (Basecamp, Wordpress, etc.)
- Other tasks as assigned.

Education required:

AA in Business Administration or related field. A BA or BS is a plus.

Experience required:

Must have at least 2 years of office/clerical work including budget and data management. A combination of education and experience will be considered. Bi-lingual is a must.

Computer Literacy: Mac Platform, Microsoft Office, Basic Adobe CC, Social Media Management, Data Management

Note: All Ministry Service positions must be screened to demonstrate abilities.