

Chamblee First United Methodist Church

Communications and Administrative Assistant

The Communications and Administrative Assistant has the responsibility for overall communications to the church, staff, and community, as well as the administrative assistant to the church's pastor and staff.

Key Responsibilities:

Effective Communication and Branding:

- Develop and implement a comprehensive communications strategy that effectively engages the church congregation, community, and other key audiences.
- Support church leadership and ministry leaders to communicate their vision, priorities, and initiatives in a clear, timely, and consistent manner.
- Lead and coordinate staff and volunteers in the execution of communications plans and branding efforts across print, digital, and social media platforms.
- Create, write, edit, and distribute engaging communications tailored to the appropriate audience and communication channel.
- Gather and organize information from church staff and ministry leaders to plan, prioritize, and maintain a proactive communications calendar.
- Continually identify creative opportunities to promote churchwide ministries, programs, events, and initiatives that inspire engagement from the congregation and community.
- Inform church leaders, committee chairs, and ministry teams on communications processes, timelines, and best practices.
- Develop and implement strategies to increase the church's visibility and engagement within the local community.
- Maintain and regularly update the church website, digital signage, Facebook, Instagram, and other social media platforms to ensure accurate and timely communications.

Administrative Assistant:

- Provide day-to-day administrative support to the Church Business Administrator, Pastor(s), and church staff.
- Coordinate and manage calendars, appointments, meetings, community events, and member visits.
- Prepare weekly staff meeting agendas, collect agenda items, record meeting minutes, and track action items.
- Assist in preparing materials for meetings led by the Pastor(s) (e.g., Annual Conference) and coordinate follow-up actions with committee leaders.
- Prepare and coordinate materials for Sunday worship services, including bulletins, inserts, presentation slides, props, décor, and other service-related needs.
- Prepare bulletins and related materials for special services and seasonal events (e.g., All Saints, Easter Lilies, Christmas Poinsettias, In Memory/Honor Of recognitions).
- Maintain digital displays throughout the church campus with current calendars, announcements, and event information.
- Prepare and distribute the weekly Constant Contact email, including the Pastor's message, prayer concerns, and upcoming events.
- Collaborate with the Church Business Administrator on maintaining the church calendar, coordinating volunteers, and other administrative duties as needed.

Education, Experience, and Skills Required:

- Five years of experience in communications, administrative support, or a related field preferred.
- Comfortable working in a church setting; prior church experience and/or familiarity with the United Methodist Church preferred.
- Excellent writing, editing, and communication skills, with the ability to adapt content for a variety of

audiences and communication channels.

- Proficiency in communications strategy, graphic design (Canva preferred), and managing multiple projects simultaneously.
- Strong interpersonal skills with the ability to build collaborative relationships with church staff, members, volunteers, and community partners.
- Highly proficient with computers and modern communication technologies, including OneDrive, WordPress, Microsoft PowerPoint, Canva, Zoom, Planning Center, social media platforms, website management, photography, video creation and editing, and livestreaming technologies.
- Self-motivated with the ability to anticipate needs, exercise sound judgment, and provide proactive support to the Pastor and church staff.
- Exceptional organizational and time management skills with strong attention to detail and the ability to prioritize competing responsibilities, manage multiple deadlines, and consistently deliver high-quality work.

Reports to Church Business Administrator, dotted line to Pastor

Role: Part-Time (averaging 30 hours a week) Monday to Thursday