

POSITION: Communication Assistant

FLSA Status: Part-Time (15 hours/week) \$15.50-\$16/hr

DEPARTMENT: Marketing

REPORTS TO: Marketing & Communications Coordinator

SUPERVISORY RESPONSIBILITY: N/A

PRIMARY PURPOSE: The Communication Assistant provides administrative support to the Marketing and Communications Coordinator to ensure timely execution of internal and external communications through social media strategies, company branding, marketing, and additional collaboration and communication with parishioners and staff of San Francisco Solano.

RESPONSIBILITIES:

- Draft and edit communications copy (e.g., social media posts, the script for weekly announcements, church events, etc.)
- Assist in ensuring online content is up-to-date.
- Proofread print and web content such as newsletter, email campaigns, social media posts, slideshow announcements, etc.
- Oversee general communications email, responsible for replies and coordination.
- Provide support in establishing consistency of message across multiple platforms, ensuring all are per church branding.
- Maintain church bulletin boards/planter signs, organize displays in and outside of church building.
- Collaborate with the Coordinator in creating structures and protocol (e.g., communications calendar, project management workflow, and proper event advertisement and coverage).
- Process marketing requests properly under the direction of Coordinator.

QUALIFICATIONS + REQUIREMENTS:

- High school diploma
- Have knowledge and experience with social media as a means of communication and interaction.
- Ability to prioritize among competing goals to execute on tight deadlines.
- Computer, graphic design, and proofreading skills.
- Experience with Adobe Creative Suite (InDesign, Photoshop, and Illustrator) or other major design software.
- Knowledge in the use of Google Drive/Docs/Forms.
- Remains current on industry trends and technology.
- A passion for art, advertising, design, culture, and trends.