



## Communication Arts Administrative Assistant

Peace Church is seeking a Communication Arts Administrative Assistant to assist the Communication Arts team and 'Round the Table ministry in weekly responsibilities.

Our vision as a church is to see the gospel embraced and passed on for generations of kingdom impact. Peace Church loves the gospel, desires to be faithful to God's Word, seeks to develop leaders, and is passionate about reaching families. Peace is a growing church located just south of Grand Rapids, Michigan in a rapidly growing area. Average Sunday worship attendance is around 2,500. For more information, see [peacechurch.cc](http://peacechurch.cc).

Please see job description below.

To apply, send your resume and cover letter, to [hr@peacechurch.cc](mailto:hr@peacechurch.cc).

Part-time, hourly, 20-25 hours per week.

Pay commensurate upon training and experience.

### Function

The Communication Arts Administrative Assistant provides administrative and organizational support to both the Communications Arts team and the 'Round the Table ministry. This role is central to keeping projects, events, and content moving forward efficiently — ensuring deadlines are met and communication remains clear and consistent across teams, partners, and platforms.

### Accountability

Reports directly to the Communication Arts Director.

### Qualifications

1. Have a growing relationship with Jesus Christ and agree with Peace Church's statements of faith.
2. Actively support the mission, vision, and leadership of Peace Church.

3. Humble, Hungry, and People-Smart (see Patrick Lencioni, *The Ideal Team Player*).
4. Able to work within the organizational structure of Peace Church.
5. Able to represent Peace Church professionally and graciously.
6. Strong organizational skills and high attention to detail.
7. Able to effectively communicate verbally, in writing, and using technology.
8. Able to independently organize, plan, and execute recurring or periodic projects and tasks within a deadline.
9. Able to independently follow up on details/tasks and manage many details/tasks, while keeping the big picture in mind.
10. Able to effectively operate software such as Microsoft/Apple, Planning Center Online, and Asana.
11. Able to manage time well.
12. Able to solve problems.
13. Flexible and adaptable.
14. Able to maintain confidentiality.

## **Responsibilities**

### **A. Communications Arts Administration**

1. Oversee Planning Center Registrations, Calendar, and Publishing, including event creation, scheduling, and maintenance.
2. Manage the Communications Arts calendar in Asana, developing communication plans for events and overseeing all incoming communication requests.
3. Track project timelines and keep communication projects organized and on schedule.
4. Update the welcome loop and announcement slides on a weekly basis.
5. Monitor and respond to social media messages and general communications inquiries.
6. Schedule meetings and coordinate calendar logistics, including recurring Communications Arts weekly, monthly, and trimester planning meetings.
7. Assist in upholding and communicating Communications Arts standards across all channels.
8. Support the team with general administrative and event needs — including setup, logistics, and coordination for large events and ongoing projects.

9. Manage the Communications Arts budget, tracking expenses, processing invoices, and coordinating orders.

## **B. 'Round the Table Administration**

1. Coordinate all podcast guest logistics, including outreach, scheduling, and ongoing communication.
2. Maintain and grow relationships with external distribution partners (e.g., NRBTv).
3. Coordinate 'Round the Table's exhibitor presence at conferences and external events.
4. Oversee 'Round the Table's Asana projects across blogs, podcasts, videos, and resources — tracking progress and keeping deadlines on track.
5. Coordinate 'Round the Table events, managing logistics including childcare, refreshments, and Q&A facilitation, etc.

## **C. General Administrative Support**

1. Maintain accurate file management, project and meeting documentation, and follow-up tasks across departments.
2. Order and manage print materials, signage, and related resources as needed, coordinating with the Communication Arts team on design specifications.
3. Ensure clear communication and smooth coordination between team members and ministry areas.

## **Professional Expectations**

1. Participate as a team member in the Peace Staff, attending staff chapel, retreats, meetings, etc.
2. Participate in the life of Peace Church, attending worship and important events.
3. Should be or become a member of Peace Church.
4. Exhibit character consistent with a follower of Jesus in a church leadership role.