



Administrative Assistant

to the Communications Director

Peace Church is seeking a part-time administrative assistant to ensure that our Communications Department has the proper administrative support.

The successful candidate will be self-motivated and possess a professional demeanor, positive attitude, and strong work ethic. The successful candidate must also have a passion for supporting Peace Church's communications goals.

- Please see the job description below.
- Please send cover letters, resumes, and references to hr@peacechurch.cc.
- Applications are currently being accepted.
- Average 20-25 hours per week, paid hourly.
- Pay commensurate upon training and experience.



Administrative Assistant

to the Communications Director

Function

The Administrative Assistant provides support to and extends the ministry of the Communications Director

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

Accountability

The Administrative Assistant reports directly to the Communications Director.

Qualifications

1. Have a growing relationship with Jesus Christ and agree with the Peace Church 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 function within the organizational structure of Peace Church.
5. Able to professionally and graciously represent the Communications Director and Peace Church.
6. Able to effectively communicate verbally, in writing, and using technology.
7. Able to prepare documents such as correspondence, forms, and reports.
8. Able to independently organize, plan, and execute recurring or periodic projects and tasks within a given 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 office suite, Planning Center Online, Asana, Hootsuite, and Mailchimp.
11. Able to manage time well.
12. Able to solve problems.
13. Highly organized.
14. Teachable and eager to learn new skills.
15. Flexible and adaptable.
16. Able to maintain confidentiality.

Responsibilities

A. Support & Extend the ministry of the Communications Director

Includes such items as:

1. Coordinating the flow of information & communication to and from the Communications Director representing the Communications Director professionally and effectively to staff, ministry leaders, church members/attenders, and the community.
2. Executing projects, tasks, and other duties as assigned by the Communications Director.

B. Operate the Communications Department System

Includes such items as:

1. Processing communication requests using Asana and Calendars.
2. Scheduling social media posts via Hootsuite.
3. Uploading video and video recordings to multiple platforms.
4. Proofreading outgoing publications.
5. Coordinating with other departments about scheduled communications.

C. Professional Expectations

Includes such items as:

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.