



## Communications Administrative Assistant

**Position Scope:** Part-Time, 20 hours per week, Monday - Thursday

**Position Status:** Non-exempt

**Salary:** \$15.25 - \$16.50 per hour

**Reports to:** Executive Pastor

**Department:** Communications

### Eastview Vision

Loving, life-giving people bringing hope + healing in Jesus.

### Position Summary

The Communications Administrative Assistant assists in administrative tasks and responsibilities for the Communications team.

### Essential Duties

- Assist and support Communications team in administrative functions
- Responsible for quoting, purchasing, tracking, receiving, distribution, and returning orders
- Schedule and communicate to ministry teams and vendors for Communications team as needed
- Schedule Missional Marketing setup appointments and gather data
- Lead communications workflow and manages production
- Review website for accuracy and consistency in content
- Administrate the process that Communications use regularly (i.e.: Central, media plan, form submission systems, etc.) and be point person for follow-ups with the various ministry areas
- Administrate project assignments based on communication requests
- Assist Director on requests and tools used within area
- Distribute the weekly announcement slides, lower thirds, and sermon slides for all campuses
- Assist with check requests, finance transactions, run budget reports, and manage department subscriptions
- Work with vendors to gather assets needed for projects

- Assist in new staff onboarding and staff training for communications procedures and systems
- Proofread materials as needed
- Assist Director with scheduling volunteers
- Take notes in Communications meetings
- Coordinate team travel arrangements
- File artwork in correct locations
- Print projects on and provide maintenance for the large format printer
- Attend Administrative Assistant Alliance gatherings and training
- Other duties as assigned

### Required Core Competencies

- *Written Communication* – writes clearly and succinctly in variety of communication settings
- *Action Oriented* – enjoys working hard, full of energy for challenges, seizes opportunities
- *Approachability* – easy to approach and talk to, puts others at ease, pleasant and gracious
- *Priority Setting* – spends time on what’s important, quickly zeros in on critical few, eliminates roadblocks
- *Learning on the Fly* – experiments and tries new solutions, enjoys challenge of unfamiliar task
- *Time Management* – values time, uses effectively, concentrates efforts on important priorities

### Required Qualifications

- Strong time management and organizational skills
- Strong logistical accuracy, detail-oriented, and proactive thinking skills
- Exceptional interpersonal, verbal, and written communication skills
- An effective team player
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams, and Publisher), Google, and Adobe products
- Attend or become a regular attender of Eastview Christian Church

### Preferred Qualifications

- Working knowledge of Adobe Photoshop, Asana, and Planning Center Online (PCO)

### Physical Demands

Stand:	O	Hearing/Listening	C
Sit:	C	Carry/lift 0-10 lbs	F
Walk:	O	Carry/lift 11-20 lbs	O

Run:	N	Carry/lift 21-50 lbs	N
Reach Outward:	C	Carry/lift 51 - 100 lbs	N
Reach Above Shoulder:	O	Carry/lift 100+ lbs	N
Climb (stairs/ladders):	O	Push/Pull 0-12 lbs	O
Crawl:	N	Push/Pull 13-25 lbs	N
Stoop, kneel, or crouch:	O	Push/Pull 26-40lbs	N
Bend:	F	Push/Pull 41-100 lbs	N
Talk:	C		

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)

**F (Frequently)** occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs/day)

**C (Constantly)** occupation requires this activity more than 66% of the time (5.5+ hrs/day)

### Work Environment

100% working indoors in a moderate noisy atmosphere and environmentally controlled conditions with expected long hours in front of a computer screen. Sedentary physical activity performing non-strenuous daily activities of an administrative nature. Manual dexterity sufficient to reach/handle items and work with the fingers. Overtime requirements as needed for special projects.

### Benefits

- Paid Time Off: holidays, vacation, sick, and service days
- Discounts in Café 19 and Health Club
- 403(b) Retirement Plan
- Maternity and Paternity Leave
- Staff Milestone Program
- Tuition Assistance Program