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EKKLESIA

ADMINISTRATIVE ASSISTANT

Communications

**SUPERVISOR:** Lead Pastor

**WORKS CLOSELY WITH:** Creative Team, Administrative and staff as a whole

**WORKWEEK:** Sunday 5:45-1:30, Monday 9-5, Tuesday 1-5 & Thursday 9-5

Approximately 27 hours

**EXPERIENCE & QUALIFICATIONS**

- A committed follower of Jesus with a genuine desire to serve in and through Ekklesia   
- An understanding of Ekklesia and its culture and values  
- Strong organizational skills; strong attention to detail  
- Ability to work well in a highly collaborative team setting  
- Proficient at handling many tasks and streams of communication simultaneously   
- Excellent written and verbal communication skills that communicate clearly and concisely with a large, diverse audience  
- A proactive thinker with the ambition to execute with excellence and to strive to improve their areas if they see inefficiencies   
- Proficient in MS Office   
- Proficient in Adobe Suite preferred but not required

- Photography skills preferred

- Preferred experience or training in marketing

- Preferred experience or training in web design

**RESPONSIBILITIES**

**COMMUNICATIONS**

- Consistently produce work within the communication strategy and Ekklesia brand

- Maintain a communication calendar

- Oversee communication for website

- Ensure accuracy of website information

- Collaborate with creative team on content for communications

- Write and/or champion the voice of all written and verbal communication

- Create and distribute E-weekly/Stay Connected  
- Organize and prepare Gathering announcements: Youth + College + Churchwide Gatherings

- Support print communication through planning, ordering, and distributing as needed for the Creative Team

**GENERAL ADMINISTRATION**

- Be a primary lead and administrator for church wide events

- Provide calendar and general administrative support for Steve

- Support large ministry events

- Support the other administrative assistants in busy seasons

- Champion Ekklesia Church Management Software (Breeze)

- Be the primary source for online forms, updating attender data, CMS data gathering and systems

- Support Gathering set-up and tear-down

- Oversee administrative areas of Gatherings