

HAYES BARTON BAPTIST CHURCH POSITION DESCRIPTION: COMMUNICATIONS ADMINISTRATIVE ASSISTANT

Updated: January 2026

Reports To: Associate Pastor with Children, Families, and Communications

Status: Full Time (40 hours per week)

FLSA: Non-Exempt

I. Job Summary

The Communications Administrative Assistant plays a vital role in providing administrative support to the Communications Director of Hayes Barton Baptist Church. This position also fulfills a broader role in providing administrative assistance to the overall congregation and staff.

II. Essential Functions

1. Work in conjunction with the Communications Director to facilitate the production of all publications and maintain an overall communications strategy and brand.
2. Prepare bulk mailings, with the help of volunteers as needed.
3. Print and distribute weekly publications.
4. In conjunction with the Communications Director, develop a plan for using social media as both an inreach and outreach tool. Facilitate this plan within the staff.
5. Assist with publication layout for church programs.
6. Prepare weekly bulletin as well as funeral and other bulletins that might be needed.
7. Provide weekly materials to the Broadcast Ministry as needed.
8. Oversee and maintain social media platforms.
9. Organize and keep the Print Shop clean and fully stocked. Order paper and supplies as needed for publications.
10. Work closely with the Communications Director in proofreading and editing all publications.
11. Prepare and send email communications to church membership.
12. Maintain a relationship with the copier company to keep copier supplies in stock and copiers and printers running well.
13. Update and maintain church app.
14. Edit and prepare documents such as booklets, brochures, etc.
15. Check and update the friendship pads and offering envelopes in the Sanctuary.
16. Cross-train to become familiar with duties of other office support staff.
17. Accepts other duties as assigned.

III. Other Responsibilities

1. Participate in regular staff meetings.
2. Arrange for printing needs during anticipated absences.
3. Provide printed publication materials to the archives.
4. Oversee the photography for various publications, events, and special projects and gather photos as needed.
5. Assist with developing logos or graphics that are needed for church programs.

IV. Minimum Qualifications

1. Education: High school diploma or equivalent-required.
2. Knowledge of and ability to use the latest Apple computers and software.
3. Proficient in the use of Google Drive and applications including Google Docs, Google Sheets, Google Slides and Google Forms.
4. Proficient in using Adobe Creative Cloud Software (InDesign, Photoshop, Illustrator, etc.)
5. Comfortable with using complex commands on copiers and other Print Shop machinery.
6. Basic understanding of mailing, including bulk mailings and periodical mailings.
7. Comfortable using a camera and taking pictures to enhance publications.

V. Physical Requirements

1. Able to speak, hear and see clearly.
2. Able to lift paper reams onto shelves.
3. Able to walk around church to distribute items.

VI. Core Competencies

1. **Mission Ownership:** Understands, supports and demonstrates the congregation's mission, values, and beliefs and regularly behaves in a manner consistent with them.
2. **Interpersonal Skills:** Establishes good working relationships with all others; works well with and is comfortable with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; can articulate information clearly and communicates (written and verbal) effectively; avoids communication triangles and conflict.
3. **Multi-Tasking:** Can effectively cope with change and can shift between tasks comfortably; can prioritize and apply the right focus to tasks that contribute to organizational goals; uses time effectively and can appropriately balance priorities; is flexible; pays attention to details
4. **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
5. **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details; able to prioritize and schedule assignments in order to meet deadlines.