



## Job Description

**Position:** Communications Assistant

**Reports to:** Communications Project Manager – Carolyn Tjards

**Schedule:** Part-time (1200 hours per fiscal year; est. 20 hours/week) Hourly, Non-Exempt

**Employment Classification:** Administrator/Assistant (A)

### Overview:

At The Compass Church, we believe God gives talent, enthusiasm, and passion that can be used in and through our Communications Department. This role will provide administrative support to the Communications Department for our Church-wide and individual Campus projects in both English and Spanish.

### Responsibilities:

- Translate materials in Spanish and English.
- Proofread and edit for both Spanish and English projects.
- Update/format Compass standardized documents in Microsoft Word.
- Finish jobs (cutting, folding, separating, counting, distributing, tracking) for weekly Campus deliveries.
- Complete and close out Communications Request Forms as assigned.
- Order office supplies, printer supplies, and other materials as needed.
- Responsible for inventory of incoming deliveries from printers/suppliers and distributing to Campuses. Communicating steps in Communications Request Forms and Basecamp job notes.
- Assist in keeping up with Communications inventory and organizing storage (baptism supplies, Central Ministry supplies, etc.)
- Assist in keeping calendars organized, both in Basecamp and Communications Request Form processes.
- Assist Communications Project Manager and Central Ministries Project Manager in administrative duties and other projects as assigned.

### Strengths Needed:

- Strong administrative and computer skills including basic HTML coding, and Microsoft Office.
- Detail-oriented with outstanding verbal and written communication.
- Good understanding of teamwork and strong interpersonal skills.
- Willingness to be flexible for random projects that arise in a fast-paced department.
- This role requires heavy lifting occasionally.

### Additional Requirements:

- Bilingual in English/Spanish.
- Attend weekly Communications Team meetings.
- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church within 12 months of employment.
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.