



## Ministry Admin Assistant - Job Description

### Basic Responsibilities

- Prepare weekly church email newsletter using ConstantContact (and additional all-church or segmented emails as needed)
- Communicate with staff and ministry team leaders and keep master schedule up to date
- Manage Planning Center Online (PCO) ministry teams, assignments, and weekly notifications
- Maintain website to keep content fresh and current (including church calendar)
- Plan, prepare, and publish 2-3 posts weekly on social media platforms: Facebook and Instagram
- Maintain church directory
- Special event coordination (may include securing venues, coordinating details, preparing printed material, and coordinating volunteers)
- Prepare printed communication pieces as needed
- Monitor USPS mail and voicemails
- Other duties as assigned

### Skills Needed

- Proficiency in written communication and editing
- Proficiency with Google's G Suite (Gmail, Docs, Sheets, Forms, Calendar)
- Proficiency with Constant Contact platform
- Social media savvy and knowledge of best practices
- An "aesthetic eye" and basic graphic design skills (with platform such as Canva)
- Desired, but not required: Basic financial skills in bookkeeping and bill reconciliation

**Hours:** 14-18 hours/week

**Compensation:** \$18-\$20/hour, DOE.

**Other Comments:** 1 year minimum commitment. This position offers a flexible schedule and a virtual option, if needed. It does require the use of your own computer.

**Interested applicants should send a cover letter and resume to:**  
[bshuford@abshuford.com](mailto:bshuford@abshuford.com)