

COMMUNICATIONS ADMINISTRATOR

REPORTS TO:

Director of Communications

DESCRIPTION:

Spanish River Church is seeking an energetic, highly organized, and problem-solving team player who is dedicated to excellence, to supporting the ministry of the Communications Department, and to Jesus. Each task in this role advances SRC on our mission to spread the Gospel in word, deed, and sign. A pre-employment drug screening is required for all candidates offered employment.

PRIMARY JOB FUNCTIONS INCLUDE (BUT ARE NOT LIMITED TO):

- Printing and cutting of in-house promotional and directional materials
- Monitoring and analyzing digital communication metrics
- Ordering out-of-house promotional and directional materials
- Printing of miscellaneous communications projects and needs
- Track and process orders for promotional material (journals, shirts, mugs, etc.)
- Manage digital external calendars
- Update digital signage
- Photo editing
- Coordinate Director's calendar
- Event support
- Blog support for Spanish River Counseling Center and Spanish River Church
- Process expense reports and purchase orders
- Management of inventory and subscriptions
- Sermon, photo, and file storage organization management
- Website link update support
- Social media support
- Email marketing support
- Ad hoc duties as assigned

REQUIRED SKILLS AND QUALIFICATIONS:

- Competent in Word, Excel, and Google Drive
- Very strong attention to detail
- Able to constantly multi-task and meet/exceed deadlines with minimal supervision
- Excellent grammar and spelling skills
- Commitment to problem-solving
- Self-starter that is able to anticipate needs
- Driven and passionate about the church
- Able to communicate clearly, gracefully, and professionally both internally and externally in verbal and written form.
- Experience in photography a plus



DESIRED SKILLS AND EXPERIENCE:

Photoshop, Lightroom, InDesign Acrobat Pro, Photography, Large-Scale Printing, Editing, or Design.

EMPLOYMENT DETAILS:

- The Communications Administrator reports to the Director of Communications
- This is a part-time position, at 28 hours per week
- Hours scheduled in coordination with supervisor
- Flexibility is required during busy seasons
- All sick days and personal days are to be approved by supervisor

****Spanish River Church is a Drug-Free Workplace. We participate in E-Verify****