

# Faithbridge Church

## Position Description

### Position Assignment:

<b>Title:</b>	Communications Associate
<b>Recruited By:</b>	Communications Director
<b>Staff Grade:</b>	Full Time, Non-Exempt
<b>Accountability:</b>	Reports to Communications Director
<b>Ministry/Dept:</b>	Communications
<b>Updated:</b>	June 2023

**Summary of Position:** This position will be responsible for assisting the Communications department in communications support and projects.

**Purpose:** To provide high quality and excellent service, with the right heart attitude, offering support to all ministries. In doing so, the mission and vision of Faithbridge can be carried out at all times.

### Duties & Responsibilities:

*The Communications Associate works within church branding guidelines in the production of church wide communications across a variety of media. Duties include, but are not limited to:*

- Assist with creation, layout, and distribution of weekly bulletin, sustaining print pieces, and other communications materials.
- Create and post event informational and directional signage.
- Gather content, book worship team, and manage print needs of funerals and memorial services.
- Work with vendors to price print needs, manage project timelines, and ensure that Faithbridge is stewarding resources to the best of our ability.
- Proofread documents and website.
- Refresh web and app content, including calendar events and ministry-related news articles.
- Interface with print room coordinator to ensure timely completion and distribution of print projects that meet specific quality standards.
- Serve on Sundays twice a month according to the needs of the Communications Team.
- Manage the Communication Video Team calendar and schedule.
- Support the Communications Director in other tasks they deem appropriate
- Manage the monthly reconciliation of all Communication Budgets
- Maintain and update digital and print signage across campus

*This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor.*

### Skills and Educational Requirements:

- Experience with Photoshop, In Design, Illustrator required.
- Experience with entire Adobe Suite preferred.
- Working knowledge of Wordpress website content management preferred
- Ability to communicate effectively both verbally and in writing.

