



## Job Description: Communications Assistant

**Department:** Communications

**Location:** High Point Church, Madison, WI

**Job Title:** Communications Assistant

**Reports To:** Communications Coordinator

**Classification:** Part-time, 20 hours/week

**Website:** [highpointchurch.org](http://highpointchurch.org)

### PURPOSE:

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High Point Church has a message. A message of truth, hope, and purpose that comes from Jesus. But often, before people in our congregation or community encounter that message, they encounter our church. The right person for this job will assist the Communications Coordinator to maximize the things in High Point that attract people to the message and remove the things that repel them. In many ways, you will be a consumer advocate.

### RESPONSIBILITIES

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The right candidate will:

- Embrace, live, and love the mission, vision, and values of High Point Church.
- Be the backend support to the Communications Coordinator, performing all administrative tasks as assigned.
- Anticipate administrative needs before they arise.
- Have a keen eye for detail, identifying graphic design and/or spelling errors to hold our brand to a high standard of professionalism and protect the audience from bad experiences in both print and media touch points.
- Spot potential improvements to our communications strategy while implementing promotions plans for events and ministries, including print, online, and social media advertising.
- Work on behalf of the audience to uncover their needs, make it easy for them to find next steps, and eliminate information overload.
- Learn to address various technical issues and empower staff and volunteers to do the same.
- Participate in strategic planning in coordination with the Communications and Tech departments, and work on strategic projects.
- Attend ministry and training meetings as invited to function with the larger HPC staff team.

### WEEKLY

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| • Sunday bulletin  | • Process promotions requests   |
| • Sunday announcements (script prep)   | • Keep website up-to-date   |
| • Prep for Sunday services: in-service slides, Ludus (or PowerPoint) template for pastor | • Keep social media content flowing   |
| • Regularly attend a Sunday morning service  | • Work on strategic projects (in the Communications or Tech departments or with multiple departments) |
| • Administrative tasks related to in-person and livestreamed services                    | • Caption videos to increase accessibility  |

### MONTHLY

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| • Check in with staff and ministry leaders about promotions for upcoming events | • Load all events onto the website for the next month |
|   | • Update Communications + Tech department budgets     |

## QUARTERLY

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- Congregational meetings (backend support)

## YEARLY

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- Assist with budget planning

## AS IT COMES UP

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- Event promotions for staff-led events and ministries
- Draft emails to staff and congregation about important updates
- Editing and publishing blog posts
- Editing and publishing podcasts
- Baptism and child dedication tasks
- All other administrative tasks as assigned

## EDUCATION AND EXPERIENCE

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- Bachelor's degree preferred in communications, marketing, journalism, or similar field.
- Organizational and administrative gifts or skills either professionally acquired or personally developed.
- Graphic design practice and artistic perspective.
- Competent in Adobe Creative Suite (in particular: InDesign, Photoshop, Illustrator, Audition, and Premiere Pro) and Microsoft products.
- Familiarity with Notion, Slack, Zoom, Zencastr, Ludus, and/or ProPresenter not required, but a plus.
- General adaptability to new tech applications/software.

## ABILITIES

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- Detail-oriented
- Initiative
- Problem Solving
- Self Motivator and Learner
- Team Player
- Works well under pressure and meet deadlines
- Organizational Skills
- Strong Communication Skills
- Strategic Thinking
- Time Management
- Must be able to work respectfully and in harmony with:
  - Staff to achieve the HPC's mission and the shared goals and objectives of the staff leadership team.
  - Volunteers, who contribute to the ministry area related to the administrative team and other teams.
  - High Point Church members, attendees, and new guests.

## SPIRITUAL REQUIREMENTS

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- Confesses Jesus Christ as Savior and Lord.
- Models a lifestyle of obedience to Christ with integrity.
- Able to share with others a clear testimony of Christian faith.
- Demonstrates the fruit of the Spirit.
- Has consistent discipline in their devotional life in worship, prayer, Bible study, and reflection.
- Agrees substantially with the Articles of Faith, Constitution, and Bylaws of High Point Church.