



Christ Journey Church is looking for a Mass Communications Administrative Assistant. If you are interested, please submit a cover letter and resume to [Career@ChristJourney.org](mailto:Career@ChristJourney.org).

## Job Description

**Job Title:** Mass Communications Administrative Assistant

**Position Role:** Provides operational support for Mass Communications staff and volunteer teams towards the effective accomplishment of the ministry

---

**Leader:** Director of Mass Communications

**Leads:** Photography Volunteer Team

---

**Spiritual Gifts:** Administration, Encouragement, Help

**Core Competencies:** People skills, Project Management, Budgeting, Administration, Systemic Thinking, Training and Problem Solving

**Spiritual Attributes:** Christ-Centered Living as demonstrated by full participation in a local church

---

### Intended Outcomes:

- Provides high quality administrative support for Mass Communications
- Manages communications and video projects towards completion timelines
- Supports the development of effective Mass Communications operational systems
- Embraces hybrid church (physical and/or digital) strategies towards maximum ministry impact while modeling effective cross-team collaboration and integration where needed

## **Tasks and Responsibilities:**

- Tracks with open video and communications projects on Basecamp for any necessary follow up of information, schedule and deadlines. (i.e., Month@ChristJourney, event videos and graphics)
- Works with vendors to ensure deliveries are received and distributed in a timely manner to campuses
- Supervises general office logistics including but not limited to resource scheduling, mail, files and ministry supplies
- Works with Central Operations and Director of Mass Communications to develop and manage the Mass Communications budget in accordance with policies
- Manages the Mass Communications volunteer pipeline
- Completes weekly digital upkeep and scheduling of various channels. (i.e., website, YouVersion, app, and online platforms, and podcasts)
- Responsible for reporting data and church metrics for Marketing reports.
- Manages the Mass Communication Department's appointment calendar and responds to all emails and phone calls in a professional and timely manner.
- Assists with training new staff members on communication tools (Basecamp, Wordpress, etc.)
- Other tasks as assigned.

---

### **Education required:**

AA in Business Administration or related field. A BA or BS is a plus

### **Experience required:**

Must have at least 2 years of office/clerical work including budget and data management

A combination of education and experience will be considered

Bi-lingual is a plus

---

**Computer Literacy:** Mac Platform, Microsoft Office, Basic Adobe CC, Social Media Management, Data Management

Note: All Ministry Service positions must be screened to demonstrate abilities.