



Job Description

Job Title: Digital Marketing & Communications Assistant

Job Summary:

The *Digital Marketing & Communications Assistant* contributes to the efficient day-to-day operations of the Communications Department as it supports the work of the ministry teams.

Time Requirements: .75 EFT Tuesday to Friday. General office hours are 8:30am to 4:30pm Monday to Friday, alternative working hours will be required periodically to meet the requirements of the position.

Responsibilities:

The *Digital Marketing & Communications Assistant* provides administrative support to the Manager of Communications & Marketing and is required to perform a range of duties including, but not limited to:

- Graphic Design – proficient in Adobe Creative Suite and Wordpress based website builders
- Gather information, prepare and print materials ensuring a high level of accuracy
- Produce and display daily signage, print & electronic
- Coordinate and assist with development of product for special events
- Regular review & administration of Grant Memorial Church App and website
- Maintain department files
- Assist in Social Media: Facebook, Twitter, Instagram

Other duties may be assigned as necessary.

JOB SKILLS & REQUIREMENTS

- Proficiency in the use of computer programs, including Adobe Creative Suite, and Wordpress based website builders
- Willingness to learn software related to wayfinding and digital signage systems
- Attention to detail and follow-through on assignments on deadline
- Excellent oral and written communication skills
- A commitment to good interpersonal relationships, teamwork and support of church ministries
- A commitment to confidentiality regarding all records, both of the church and staff.
- Timely attendance
- Commitment to continuous learning & development to meet role expectations

Staff at Grant Memorial Baptist Church/Linden Christian School exemplify:

- A sincere love for the Lord evidenced by lifestyle
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- Regular attendance at weekly services
- Commitment to a small group
- Faithfulness in tithing
- Adherence to Doctrinal Statement of Faith, Core Beliefs & Lifestyle Commitment

Other:

- Attend weekly staff prayer meetings and general staff meetings
- Be available for other areas to support the successful ministry of the school and church
- Be able to interact with others and demonstrate the values of GMBC/LCS
- Be available as opportunity arises to share faith, Bible scriptures and principles based on the Statement of Faith, Core Beliefs and Lifestyle Commitment, to pray with individuals and to actively communicate a belief in the Lord Jesus Christ

Disclaimer:

- The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

