



Job Title: Communications/Administrative Assistant

Hours: Approximately 28 hours per week (Monday–Thursday)

Compensation: \$22.50 hour. Includes paid holidays, sick time, vacation time, and an allowance toward medical insurance.

About the Position

We are seeking a **Communications/Administrative Assistant** to join our ministry team and support the church’s mission of sharing the love of Jesus Christ through effective communication, hospitality, and creative media. The ideal candidate will demonstrate strong Christian character, a deep faith in Jesus Christ, and a desire to use their gifts and skills to serve God and others.

Responsibilities

- Serve as a **first point of contact** for the church office—answer phones, greet visitors, and assist with inquiries in a warm and professional manner.
 - Support the development and distribution of church communications (print, email, website, and social media).
 - Support the ongoing development and updating of digital platforms, including social media accounts and website content.
 - Design and produce bulletins, newsletters, event materials, and other publications.
 - Maintain consistency in branding, tone, and messaging across all communication channels.
 - Proofread and edit written materials for accuracy, clarity, and style.
 - Assist with graphics and other creative media needs as assigned.
 - Collaborate with staff and ministry leaders to effectively promote church events and initiatives.
 - Provide administrative and organizational support to the church office as needed.
 - Manage multiple projects and deadlines with attention to detail and accuracy.
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Qualifications

- A growing personal relationship with Jesus Christ and a strong commitment to Christian values.
 - Excellent written, verbal, and interpersonal communication skills.
 - Friendly, welcoming, creative, and detail-oriented.
 - Strong organizational and time-management skills; able to multitask effectively.
 - Proficiency in **Microsoft Office**, **Google Workspace**, and **Canva**.
 - Experience with **social media platforms** (Facebook, Instagram, etc.) for organizational use.
 - **WordPress** or other website management experience preferred (but not required).
 - Strong proofreading and editing skills.
 - Self-motivated, dependable, and able to work independently and collaboratively as part of a team.
 - Flexible, teachable, and maintains a positive attitude.
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To Apply

Please reply with your **résumé**, **cover letter**, and (if available) **samples of design or communications work** to craig@wpcmedford.com.