



Job Description: Communications Assistant

Department: Communications

Location: High Point Church, Madison, WI

Job Title: Communications Assistant

Reports To: Communications Director

Classification: Part-time hourly, 20hrs/week, Sunday - Thursday

Website: highpointchurch.org

PURPOSE

High Point Church has a mission to make disciples of Jesus through gospel connection, growth, and service. However, before people in our congregation or community encounter that mission, they often encounter our church. Further, as technology changes, before they encounter our church, they encounter our digital presence. The right person for this job will assist the communications department in order to make clear and accessible the things about High Point that attract people to the mission, and to remove the things that repel them. In many ways, you will be a consumer advocate, operating our front door.

RESPONSIBILITIES

The Communications Department requires a broad variety of skill sets, and the department is a cooperation between multiple individuals who cover a combination of skills and responsibilities. The role of the assistant is to support the communications department and director in the execution of these duties:

- Maintain a cohesive communications strategy that aligns with High Point Church's mission and vision.
- Rigorously hold all visual and written communication to the High Point Church brand standards.
 - This includes but is not limited to: graphics, videos, podcasts, testimonies, blogs, the website, the livestream, artwork, and digital bulletins
- Coordinate new technology initiatives for the church, learn to address various technical issues, and empower staff and volunteers to do the same.
- Participate in strategic planning alongside the Tech and Sunday Morning Worship departments.
- Oversee and manage volunteers

EDUCATION AND EXPERIENCE

- Organizational and/or administrative gifts or skills either professionally acquired or personally developed
- Social media experience
- General adaptability to new tech applications/software
- Competence in Adobe Creative Suite (in particular: InDesign, Photoshop, Illustrator, Audition, and Premiere Pro) and Microsoft products not required, but preferred
- Graphic design practice and/or artistic perspective not required, but a plus
- Familiarity with Notion, Slack, Zoom, Zencaster, Ludos, and/or ProPresenter not required, but a plus

ABILITIES

- Initiative
- Strong communication skills, written and verbal
- Detail-oriented
- Self motivator and learner

- Team player
- People and team management
- Works well under pressure to meet deadlines
- Time management
- Decision making
- Ability to prioritize
- Administration and organization

SPIRITUAL REQUIREMENTS

- Confesses Jesus Christ as Savior and Lord
- Models a lifestyle of obedience to Christ with integrity
- Pursues a vibrant relationship with the Trinity through engagement with Scripture, prayer, church community, and worship, with consistent discipline
- Able to share with others a clear testimony of Christian faith
- Demonstrates the fruit of the Spirit
- Demonstrates the attitudes and actions of "servant-leadership" as indicated throughout scripture
- Growing in self-awareness, self-management, relational integrity, and healthy practices
- Agrees substantially with the Articles of Faith, Constitution, and Bylaws of High Point Church

CHARACTER

- Relationally warm
- Respectful
- Helpful towards others
- Humble, having a teachable, can-do attitude, and a desire to grow spiritually and personally
- A sense of responsibility for and commitment to the High Point Church mission, vision, and values