

Communications Project Specialist
FLSA Status: Non-Exempt
Reports to Communications Project Manager
Grade II (\$11-17 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

Writes promotional copy and proofreads worship song lyrics and various documents, graphics, and videos. Schedules select projects for the creative team, communicates with ministry representatives, and follows through on project delivery.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message* (2000 edition).

ESSENTIAL DUTIES

- Writes weekly promotional copy including announcement video, weekly news email, and IMAG slide copy. (app. 30%)
- Schedules select creative team and ministry projects, communicates with ministry representatives about project details, and follows through on project deliverables. (app. 30%)
- Proofreads worship song lyrics, promotional copy, and various documents, graphics, and videos. (app. 15%)
- Transfers communicators' Scripture and notes to lower thirds/TV slides for weekend services and distributes throughout various digital platforms. (app. 15%)
- Assists with website updates. (app. 5%)
- Assists in the preparation for and execution of special events. (app. 5%)

These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma and some college courses in communications required.
- Some writing, editing, and/or proofreading experience preferred.

EXPERIENCE

- A minimum of 2-3 years of experience in administrative and/or communications support.

REQUIRED SKILLS

- Excellent written communication.
- Ability to learn and follow a written style guide.
- Strong organizational skills.
- Attention to detail.
- Ability to learn and utilize various computer programs.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Sitting, standing, handling, finger dexterity, hearing, and near vision. Lifting, carrying, pushing, and pulling.
- Must be able to lift up to 30 pounds.

WORKING CONDITIONS

- 100% indoors