



NEW COVENANT

BIBLE CHURCH

Title: Communications Assistant

Job Summary

The Communications Assistant is a member of the Engagement Team. He/she provides communications support for the Engagement Team.

Character and Christian Lifestyle Expectations

1. Adheres to the NCBC Constitution, including the Statement of Faith, with a lifestyle that exhibits both true Christian love and personal holiness in ministering to others
2. Regular worship attender who maintains spiritual disciplines such as a devotional life of prayer, Bible study and scripture memory
3. Supports the spiritual and leadership development of others
4. Actively develops relationships with others in order to help them find and follow Jesus
5. Contributes finances, influence, skills and time in a generous manner with a view toward the continuation and promotion of the local and global ministry of spreading the gospel and discipleship

Specific Job Duties

1. Supports the mission, vision and values of New Covenant by implementing the vision, strategies, methods and goals of the Engagement Team
2. Represents the Engagement Team in an effective and collaborative manner
3. Participates in the administration of the annual budget for the Engagement Team
4. Participates in Engagement Team meetings and other required staff events
5. Collaborates and assists in providing Engagement Team resources to team leaders, volunteers, members and attenders throughout the church
6. Proofread a variety of content to ensure accuracy, consistency, and adherence to brand guidelines
7. Schedule and coordinate volunteers for engagement-related roles and events
8. Order, maintain and track supplies for various engagement-related areas
9. Update and maintain website event postings
10. Help organize digital and physical assets (files, photos, documents) for easy access and use
11. Performs other duties as assigned

Knowledge, Skills and Abilities

- Ability to work collaboratively demonstrating friendly interpersonal skills is required (1 Corinthians 1:10)
- Ability to be flexible when working on tasks while maintaining composure is required (1 Corinthians 9:19-23)
- Ability to clearly see how job duties and tasks advance the New Covenant mission is required (1 Corinthians 10:31-33)
- Ability to maintain confidentiality is required (Proverbs 11:13)
- Excellent writing and proofreading skills with strong attention to detail
- Highly organized with the ability to manage multiple tasks and timelines effectively
- Technologically savvy and comfortable learning new tools and platforms

Education/Experience

A Bachelor's degree is preferred

Experience working with web-based technology platforms is preferred

Reporting Relationships

Reports to: Engagement Director

Physical Activity Requirements

	Very Frequent (100-75%)	Frequent (74-50%)	Occasionally (49%-25%)	Seldom (24-0%)
Balancing				X
Climbing				X
Crouching				X
Feeling			X	
Fingering		X		
Grasping			X	
Handling			X	
Hearing		X		
Kneeling				X
Lifting (light)				X
Lifting (heavy)				X
Pulling				X
Pushing				X
Reaching			X	
Repetitive motion		X		
Sitting	X			
Standing			X	
Stooping			X	
Talking		X		
Walking			X	

Signature

Date