



# NEW COVENANT

## BIBLE CHURCH

### **Title: Engagement Assistant**

### **Job Summary**

The Engagement Assistant is a member of the Engagement Team. He/she is responsible for helping with written and digital communication to promote events, coordination of volunteer needs and ongoing administrative support.

### **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. Write, proofread and produce a variety of weekly congregational communication pieces
7. Schedule and coordinate volunteers for engagement-related roles and events
8. Order, maintain and track supplies for various engagement-related areas
9. Communicate clearly with volunteers regarding responsibilities, schedules, and training resources.
10. Help organize volunteer training events
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**

- An Associates or Bachelor's degree in a communications field and/or commensurate experience in a related field is preferred
- Experience working with web-based technology platforms is preferred

### **Reporting Relationships**

Reports to: Engagement Director

### Physical Activity Requirements

Very Frequent Frequent Occasionally Seldom  
 (100-75%) (74-50%) (49%-25%) (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 Revised 6/11/2026