

19-hour a week job. \$20/hour

In-office 4-5 days a week. Minimal work done from home.

Job Duties:

Routine website maintenance

Routine updates to weekly Grapevine e-newsletter

Backup copy machine operator

Sunday slideshow preparation

Communications form processing

- includes sending weekly summary email to comm team
- includes scheduling comm team meetings with ministry heads as needed
- includes sending communication schedule to min heads as needed

Process photos

Proofreading as needed

Post to social media according to calendar

Other duties as assigned

Skills needed:

Calm demeanor - Ability to work under pressure

Excellent oral and written communication skills

Well-versed in social media

Tech savvy

Familiarity and comfort with running and troubleshooting copy machines/printers

Ability to manage many tasks and bring them to completion

Organizational skills

Basic computer skills required

- ability to work with website interface
- Microsoft Office - especially powerpoint
- ability to learn and adapt to new software as needed

Blogging experience a plus