

**Job Title:** Communications Administrative Assistant

**Position Type:** Part-Time (up to 25 hours)

**Reports To:** Communications Director

**Location:** Valley Stream, NY (Hybrid)

### **Position Summary**

The Communications Administrative Assistant plays a key role in executing church-wide communications, marketing, and digital engagement strategies. This role partners closely with the Communications Director, Graphic Designer, and Church Administrator to ensure consistent, effective, and brand-aligned messaging across all platforms.

This individual contributes to content creation, social media coordination, and digital communications, helping to expand the church's reach and engagement. Responsibilities include supporting website and app updates, managing event sign-ups, developing marketing emails and communications, and maintaining digital platforms, including website management, Church Center configuration, and ongoing content updates.

The role also partners with ministry leaders and campus pastors to develop communication materials and promote events and initiatives.

### **Roles and Responsibilities**

#### **Core Responsibilities**

- Attend weekly Communications team meetings
- Manage and update content on the church website and app on a regular basis
- Create and manage event sign-ups using platforms such as Planning Center
- Develop and distribute marketing emails and app push notifications
- Ensure all communications align with Bethlehem's brand standards and voice
- Maintain consistent and effective messaging across multi-campus and multilingual initiatives
- Contribute to the execution of communication and marketing strategies
- Utilize analytics and trends to optimize engagement and growth
- Support digital advertising efforts and budget tracking
- Maintain and optimize website content, including SEO updates
- Help manage and enhance the Church Management System (Planning Center)
- Maintain and update content across all digital platforms

#### **Content & Creative Support**

- Coordinate event and ministry graphics in collaboration with the Communications Director
- Contribute to the development of promotional materials (brochures, postcards, digital assets)
- Create and organize digital and social media content
- Support event and series promotions across communication channels
- Partner with campus pastors and ministry leaders to develop communication materials

#### **Additional Responsibilities**

- Support management of the church's YouTube channel in collaboration with the Social Media Manager
- Contribute to special projects such as event promotions, series campaigns, and ministry initiatives
- Maintain communication calendars and ensure timely execution of campaigns
- Provide administrative coordination for communications and marketing efforts
- Perform other duties as needed to support the Communications team

## **Qualifications and Requirements**

### **Minimum Requirements**

- High school diploma or GED required
- Strong alignment with teamwork, flexibility, and adaptability in a dynamic ministry environment
- Ability to work independently, take initiative, and manage multiple priorities
- Demonstrates professionalism, discretion, and strong interpersonal skills when interacting with staff, volunteers, and the congregation
- Strong attention to detail and ability to perform under pressure

### **Skills and Competencies**

- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign) and Canva
- Experience with social media management and analytics
- Knowledge of website management and basic web design
- Understanding of SEO principles
- Experience managing YouTube and digital content platforms
- Proficiency with tools such as Planning Center, Google, and email marketing platforms or similar
- Strong written, verbal, and interpersonal communication skills
- Highly organized with strong time management and multitasking abilities
- Demonstrates a servant-hearted, positive, and collaborative attitude

### **Physical Demands**

- Work may involve standing, sitting, and walking for extended periods
- Requires effective communication using speech, vision, and hearing
- Requires use of hands for basic and fine motor tasks
- May involve bending, reaching, climbing, or similar movements
- Ability to lift, carry, push, or pull up to 20 lbs.

### **Application Process:**

Interested candidates should submit a resume and cover letter outlining their qualifications and experience to Ana Ibis Seebrath at [aiseebrath@bethlehemag.org](mailto:aiseebrath@bethlehemag.org). Applications will be reviewed on a rolling basis until the position is filled.

### **Equal Opportunity Employer:**

Bethlehem Assembly of God is an equal opportunity employer committed to providing a work environment free from discrimination. We are committed to providing equal employment in all our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and team members without regard to race, color, national origin, gender, age, disability, or any other legally protected status in accordance with the requirements of all

federal, state, and local laws, unless a particular status protected by federal, state, or local laws contradict the deeply held religious convictions of the church.

Bethlehem Assembly of God hires individuals who align with its religious beliefs and practices, ensuring all employees share and uphold the church's faith-based values. All employees must:

- Be in agreement with the **16 Fundamental Doctrines of the Assemblies of God.**
- Adhere to Bethlehem Assembly of God's **Bylaws and Constitution.**
- Follow Bethlehem Assembly of God's **Code of Conduct.**
- Be in agreement with the **Mission, Vision, and Core Values** of Bethlehem Assembly of God.