

Rocky Mountain Community Church

PT Ministry Assistant

This position assists ministry by providing communication and administrative support for the pastoral staff, while also assisting the ministries of Rocky Mountain Community Church. This Ministry Assistant is often the first Rocky contact for people by phone or email.

The Ministry Assistant has responsibility for communications about discipleship and social events, the congregation, and spiritual life at Rocky. The main communication platforms are the Sunday bulletin, graphic announcements, the church website, emails, social media, and printed materials such as postcards and posters to publicize church events. The Ministry Assistant works closely with the pastors and staff members (including members of the Tech Team) while supporting the various ministries of Rocky. To have effective and informed communications, this person also works with the church database and management software to ensure that it is current and that needed information is available. This person additionally offers other administrative support for the pastors.

The position requires experience implementing communications in a collaborative environment with a strong understanding of gospel messaging and correlating this messaging with the vision and mission of Rocky.

The ideal candidate will have educational, work, or personal experience in at least three of these areas:

- Demonstrated excellent writing skills
- Experience in posting content to and updating/troubleshooting websites
- Understanding and utilization of social media platforms as analytics
- Familiarity with management software and scheduling programs
- Some knowledge of basic graphic design to work with creatives from the Tech Team
- Demonstrated general administrative abilities
- Work with spreadsheets for parsing data
- Affinity for the values of Rocky

Employment Classification – part-time, non-exempt

Primary Duties and Responsibilities:

- Coordinates the development and execution of the weekly Sunday bulletin and communications to the congregation
- Implementing a communications strategy in conjunction with the pastors
- Works with creatives to create graphic and digital design components
- Assists with database entry and administrative duties

Qualifications Required:

- Is in a committed relationship with Jesus as a Christian
- 1-3 years of relevant experience (internship experience will be considered)
- At least three of the skills/experience listed above under “Job Summary”
- Ability to identify priorities and adjust to changing priorities quickly in a fast-paced environment
- Detail-oriented and a quick learner with high standards for work output

Personal Qualities Desired:

- Commitment to the mission and vision of Rocky and to the organization’s strategic goals
- Strength in work ethic, team orientation, and commitment to quality
- Strong relationship skills, including ability to work with all levels of staff, members of the congregation, Session, Diaconate, and community partners
- A commitment to professionalism as well as an instinct for sensitive issues that require discretion and judgment