



RENAISSANCE
CHURCH

Communications Assistant

Job Description (part-time, 10–15 hrs/wk)

Position Overview

The Communications Assistant is a part-time position reporting to the Director of Communications, designed to increase the overall capacity and efficiency of the Communications function by taking ownership of routine, time-consuming, and administrative tasks. The Communications Assistant directly supports the Communications Director, allowing the Director to focus on high-level strategy, branding oversight, and major campaign development.

Qualifications

- Experience in communications, web, social media, and graphic design
- Proficient in Adobe Photoshop, Illustrator, and InDesign
- Excellent communication skills, detail-oriented, and able to work in a fast-paced environment
- Must be able to lift at least 30 lbs
- Must be in agreement with the beliefs of Renaissance Church and possess a desire to support the mission and vision.

Key Responsibilities

1. Operational & Administrative Support:

- Manage print supply inventory and execute routine printing tasks (e.g., handouts, internal signage), including pickups and deliveries to/from local printers including:
 - Restock Creative/Green Room printer
 - Print, pick up, and install all Café posters
 - Print and pick up any promotional materials for ministry events
 - Order Tithe envelopes
 - Order Renaissance Church T-shirts
- Signage Oversight: Ensure timely setup and teardown of select digital and physical signage for ministry events, and confirm compliance with visual standards set by the Communications Director, including:
 - Manage weekly TV signage in the Lobby
 - Print and install/remove signage for Next Steps and other routine classes
 - Print, pick up, and install all street sign posters

2. Routine Content & Platform Maintenance:

- Web & Digital Updates: Update content on the church website and Church Center platform, implementing specific changes and additions as directed by the Communications Director.
 - Update the website featured ads to reflect new events
 - Update the staff and elder page
 - Update the homepage notice as needed
 - Update and post job descriptions on the employment page
 - Update the event moments for Church Online on a weekly basis
 - Update dates and copy for Church Center events
- Social Media Execution: Create and compile routine content for social media posts, adhering strictly to established parameters provided by the Director.
 - Update Facebook Events to reflect current ministry events
 - Gather, cull, and organize photos from various ministries and events on cloud storage (camps, mission trips, events)
 - Update times and link information on Instagram and Facebook accounts
 - Post relevant ministry event stories
- Email Preparation: Prepare and schedule drafts of ministry emails, ensuring accurate links and formatting before final review by the Director, including:
 - Pizza with the Pastor Mailchimp email
 - Next Steps Mailchimp email
 - Ren Students Mailchimp emails

3. Design Support

- Generate basic materials and graphics using pre-approved templates and styles established by the Director. The design focus is on efficient execution of lower-complexity, routine needs.
 - Meal Kits: Format and print the shopping lists and collection date signs every other month
 - Edit and print any sign-up sheets for various events
 - Update recurring event slides (Pizza with the Pastor Service Slides, Men's Breakfast, Baptism, etc.)
 - Edit, print, and assemble Ren Kids Camp Schedule Badges
 - Update any internal Google Documents/handbooks
- Deliverable Management: Assist in managing the workflow for simple ministry event graphic deliverables under the Director's guidance.

Please email your resume and portfolio to Glory DeSimone at glory@renchurch.com.