

Communications Specialist Job Description

Asbury is seeking the right person to add to our dynamic team in a respectful, high-performing work culture. This position reports to the Lead Pastor.

The responsibilities of our Communications Specialist will include, but are not limited to:

- Be the public face and voice for those who visit or call Asbury, greeting them in a professional, friendly, and enthusiastic manner to uphold our ethic of welcoming unconditionally. Distinguish inquiries to handle completely and those to refer to the appropriate other staff member.
- Responsible for content management, design and creation through all communication channels (bulletins, social media, website, letters, emails, etc) with direction and collaboration from Lead Staff.
- Maintain updated documents for Discovering Asbury to invite non-members to join and follow up as needed.
- Communicate with both current and prospective church members, providing accurate information about services and programs in response to their particular needs or concerns.
- Provide administrative support to the Lead Pastor, for the annual Church Conference, year-end reporting to the Conference, and special programs (e.g., baptisms, dedications, funeral services, weddings, and other events).
- Verify member CARE team needs and notify the team members and Lead Pastor.
- Open all incoming mail and handle or distribute to the appropriate staff person.
- Maintain accurate Membership records in Realm and perform database queries and reports as needed.
- Maintain our church calendar and update room reservations as needed.
- Keep inventory of supplies and place orders as needed.
- Other responsibilities as assigned.

Desired skills/qualifications:

- Superior verbal, written, and interpersonal communications skills and exemplary grammar and spelling.
- Strong computer skills, including proficiency in Microsoft Office applications. Proficiency in Adobe Creative Suites preferred.
- Knowledge and ability to use social media tools (Facebook, Twitter, Instagram, YouTube, Hootsuite or similar)
- Strong attention to detail and extremely strong organizational skills.
- Pride in being punctual, dependable, and trustworthy.
- Ability to work quickly and independently, focus, handle multiple projects simultaneously, and meet deadlines.
- Sound, ethical judgment and confidentiality in a range of situations.
- Ability to take both initiative and direction and to work enthusiastically with others as part of a team effort.
- Eagerness to learn and an inherent interest in helping people.
- Resourceful and cost-conscious.
- Good sense of humor, a plus.

Education/Experience:

- Minimum qualifications include a Bachelor's degree in marketing, communications, journalism or a related field; or equivalent combination of training and experience.
- Experience in nonprofit organizations a plus.

Compensation: Salary commensurate with experience and education.

Hours: This is a full-time position of 40 hours per week. Position requires you to be in the office when the church is open (8:30 am - 4:00 pm Monday-Thursday and 8:30 am - 12:00 pm on Friday).

To apply: Send (1) a letter outlining what you want in a job at this point in your career, (2) résumé, and (3) salary history to Paula Jones, Business Administrator, Asbury Church, 6612 Creedmoor Rd, Raleigh, NC 27613, or email paula@asburyraleigh.org. **No phone calls please.** The position will remain open until the appropriate candidate is identified.