



Open Position – Communications Administrative Assistant

Organizational Role:	Grace Community Church
Direct Report to:	Director of Creative and Communications
Compensation:	\$15-20/hr commensurate with experience
Number of Hours:	Part-time (20-25 hours per week)
Office/Remote:	80% Office / 20% Remote
Office Location:	3105 University Blvd., Tyler, Texas
Work Days:	Monday -Friday (Some Sundays if needed)

General Summary of the Position

The **Communications Administrative Assistant** plays a pivotal role in supporting the efficient functioning of the communications department within our organization. This position involves a combination of administrative tasks, communication coordination, and content management responsibilities. This individual is responsible for managing communication requests, coordinating announcements, and ensuring consistency in messaging across various communication platforms. Additionally, the Communications Administrative Assistant may assist with content creation, proofread and edit communication materials, and provide support for various communications tools and platforms.

Who You Are

As a Communications Administrative Assistant, you actively contribute to the seamless flow of communication projects within the organization, taking charge of administrative tasks, helping manage and execute written and visual communication tasks using various platforms and supporting our production teams with a consistent and balanced messaging through our campuses. This role offers an exciting opportunity to engage with various stakeholders, support media efforts, and play a pivotal role in maintaining the overall efficiency of the communications department.

Your giftedness is enviable to many. Your ability to pivot due to changes, shifting priorities, and deadlines and direction excites you. The positive way you respond to unpredictable situations assures those whom you serve and supports your willingness to keep all tasks and responsibilities moving toward the end goal. You are not frustrated by interruptions; rather, you recognize this as just one way of keeping pieces connected.

You have an analytical approach but can shift to more social behavior if the situation requires it. You complete tasks in an orderly and systematic way, and this allows the brain space and emotional capacity to pivot when unexpected and unanticipated challenges emerge. Attention to administrative, project, and ministry program detail, and partnering well with a fast-paced leader offer you the chance to provide meaningful input to ensure the team is being led effectively. Your contributions and capabilities round out this high-profile, high-impact ministry team.

Skills and Abilities:

- Good with people – playful, positive, genuinely interested in people, team player, patient with others, supportive, discerning, ability to motivate others
- Excellent time management, people, and organizational skills
- Strong communication skills, including writing skills
- Self-motivated and proactive
- Positive attitude and servant posture – able and willing to serve others and put their needs first
- Ability to handle confrontation well – doesn't shy away from tough conversations, displays emotional intelligence, remains approachable
- Trustworthy and able to maintain confidentiality
- Available and flexible – a generous spirit that understands connection moments with people aren't always conveniently scheduled
- Excellent judgment and creative problem-solving skills
- Ability to gather data, analyze information, and identify opportunities for continuous improvement
- Ability to prioritize and demonstrate a high level of accuracy with attention to detail

Education, Training, Experience:

- High school diploma or equivalent; associate or bachelor's degree in communications, public relations, or related field is a plus
- Proven experience as an administrative assistant or in a similar role
- An understanding of the Christian worldview and the ability to articulate those principles to others

Who We Are

Grace Community of Tyler is a non-denominational, multi-campus Christian church and school seeking to find someone to serve as our **Communications Administrative Assistant**. We believe in *being and making disciples*. We are a community of believers focused on authentic faith while not being too concerned with the externals of religion. This means we act the same way on Monday as we do on Sunday. We desire to be wholeheartedly committed to the Worship of God, intimately connected to the Community of Believers, and fully engaged in the Mission of the Gospel.

Benefits that impact our staff culture:

- Monthly staff lunches
- Weekly prayer time
- A culture of genuine love and tangible support
- Wellness Care
- New Office Space
- Professional and personal development

Work or Ministry Team Context:

This position is attached to the Director of Creative and Communications but will support the whole Communications team. It is based out of the Tyler Office of Grace Community Church with occasional support on Sunday mornings at any of our campuses.