

FIRST UNITED CHURCH OAK PARK
848 Lake Street
Oak Park, IL 60301

Job Description for Communications Assistant
(Part-time, 24 hours)

Primary Functions

1. Responsible for production and distribution of the Church's internal and external electronic communications, including press releases; email newsletters, ministry and updates; website updates, and monitoring and messaging in approved social media.
2. Manage the Church database to improve data quality and usage by staff, members, Council and committees and other Church groups including updates, training, data access/selection, and list creation while ensuring appropriate levels of security in accessing and changing data.
3. Provide reception services to callers and visitors and provide administrative support to the church and staff.

Other Related Duties and Responsibilities

1. Assume primary staff responsibility for maintaining and improving the Church's website, including coordinating content, updating events and schedule postings, uploading sermons and photos, basic search optimization and design input.
2. Produce and distribute church-wide emails, including weekly email devotionals.
3. Monitor and manage Church's participation in social media, including Facebook updates, Twitter conversations and other related forums as determined with staff.
4. Maintain electronic records of sermons, weekly service and class attendance, flower donations, new members, visitor information, etc.
5. Keep/copy correspondence and office communications as directed by pastoral staff.
6. Facilitate visitor requests, building access requests, and interact with staff, volunteers and clients of in-house ministries.
7. With help from the office team, ensure that calls are answered and visitors are greeted promptly and courteously.
8. Other projects and duties as assigned.

Relationships

1. Work with pastoral, administrative and operations staff and church lay leadership
2. Interact with members of the congregation; staff, clients and volunteers of in-house ministries; groups that use the building; vendors and other members of the public.
3. Participate in weekly staff meetings and monthly communications meetings

Physical Requirements

Work is generally performed under common business-office conditions. Activities may involve some moderate physical activity.