



CROSSROADS CHURCH | JOB DESCRIPTION

Position Title:	Communications Assistant
Department:	Operations
Reports to:	Communications Director
Oversees:	Communication Production, Digital Communication Support, Project Coordination
Hours:	Part time, 20 Hours

Position Summary:

The Communications Assistant supports the Communications Director by executing the day-to-day communication needs of Crossroads Church. This role is responsible for producing communication materials, maintaining digital communication platforms, coordinating communication requests, and assisting with creative projects that support the mission of helping people find and follow Jesus. The Communications Assistant works closely with the Communications Director, ministry leaders, and other staff members to ensure communication is timely, organized, and consistent across all church platforms.

Key Responsibilities:

Communication Production

- Design and produce graphics for ministries, events, sermon series, and church-wide initiatives.
- Prepare creative assets for print, social media, email, digital signage, and web platforms.
- Resize, organize, and distribute communication assets across ministry areas.
- Ensure all communication materials align with Crossroads' established brand standards.

Digital Communication Support

- Update and maintain the church website and other digital communication platforms.
- Build and schedule email communications.
- Schedule approved social media content.
- Upload sermon graphics, videos, podcasts, and other digital resources.
- Regularly review digital platforms for accuracy and consistency.

Project Coordination

- Organize incoming communication requests.
- Track project deadlines and communicate project status.
- Gather missing information from ministry leaders before projects begin.
- Coordinate printing, promotional materials, and vendor communication as assigned.
- Maintain organized project files and communication calendars.



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Weekend & Event Support

- Prepare communication materials for weekend services and special events.
- Assist with event photography and content collection as needed.
- Coordinate signage, printed materials, and promotional displays.
- Support communication needs during major church events.

Administrative Support

- Assist the Communications Director with daily department operations.
 - Maintain organized digital asset libraries and file systems.
 - Help improve communication workflows and department organization.
 - Support additional communications projects as assigned.
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Spiritual Responsibilities:

- Maintain a growing personal relationship with Jesus Christ.
 - Support and advance the mission, vision, and values of Crossroads Church.
 - Demonstrate Christ-like character and servant leadership.
 - Participate actively in the life and ministry of the church.
 - Serve as a positive representative of Crossroads Church.
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Qualifications:

Required:

- Strong organizational and time management skills.
- Working knowledge of InDesign/Canva and Microsoft 365.
- Excellent written communication and proofreading skills.
- Strong attention to detail.
- Ability to manage multiple projects simultaneously.
- Ability to receive direction and implement feedback effectively.
- Self-motivated with a servant-hearted attitude.

Preferred:

- Experience with Adobe Creative Suite.
- Experience with WordPress or website content management systems.
- Photography or basic photo editing experience.
- Experience with social media scheduling platforms.
- Experience working in a church or nonprofit environment.