

## Indiana Conference of the United Methodist Church

### POSITION DESCRIPTION

1. **Title of position**      Communication Assistant
2. **Classification**        Support staff
3. **Supervisor**            Director of Communication
4. **Responsibilities**

#### a. Overall purpose of position

To support the work of the Director of Communication by providing technical and communication skills to assist in the accomplishment of the conference's publications, dissemination of information, Web site, public relations, and advocacy for the communication mission of the conference.

#### b. Essential functions

- 1) Formatting, layout, digital imaging and distribution of the print and electronic publications of the conference such as editor of *The Hoosier United Methodist Together* newspaper and the electronic publications of news, events and other information
- 2) Maintaining mailing lists, subscription lists, postal relations, postal mailing payments, and sending subscription lists to mailing company as part of *Together* newspaper production
- 3) Maintaining mailing lists functions of electronic communication including e-mail lists association with conference electronic newsletters
- 4) Maintaining and updating the conference Web site working with the communication director, other directors, information technician and other conference staff to fulfill the mission of the conference Web site
- 5) Representing the conference in overseeing print media bids, production and internal distribution of printed materials
- 6) Assisting in the oversight of image and content of all print communication produced and distributed by the conference
- 7) Providing answers to routine inquiries about the conference, conference communication and contact information about general church communication

#### c. Occasional functions

- 1) Proofing, layout and digital imaging of annual conference session daily print and electronic publications at the site of annual conference
- 2) Setting up the annual conference newsroom
- 3) Answering phone and support administrative assistants in times of need
- 4) Taking and distributing minutes and supporting the conference communication commission meetings
- 5) Attending meetings at the request of the director of communication during regular working hours

**d. Supervision of staff/volunteers (if any)**

(none)

**e. Workplace requirements**

- 1) A working area that includes a wide flat surface, a computer monitor, scanner, black-and-white printer, access to color printer, plus storage space for books, files, computer disks and accessories
- 2) It is advantageous that the director of communication be in immediate accessibility of the communication assistant and close to the receptionist
- 3) Storage for back issues of newspapers and other print materials

**f. Budget accountability**

To the director of communication, including the preparation of check requests for director of communication to meet budgetary expenses

**5. Qualifications required to carry out this position: knowledge, abilities, and skills**

- a. Knowledgeable and supportive of the mission and ministry of the United Methodist Church
- b. Deep sensitivity and commitment to diversity (culture, race, gender, theology, etc.)
- c. Knowledge and experience in basic computer skills including a working knowledge of Microsoft Office, PhotoShop, PageMaker, Publisher, word processing, mailing list and other database, spreadsheet software and Web maintenance
- d. Experienced proofreader, with knowledge of AP writing style
- e. Skilled in print and electronic layout, design and digital imaging
- f. Knowledge of the annual conference and The United Methodist Church
- g. Ability to communicate in writing and speaking
- h. Effective telephone presence
- i. Willingness to accomplish deadline tasks even if they extend reasonably beyond hours

**6. Additional comments that may aid in describing the work of this position**