

**Ladue Chapel Presbyterian Church  
Communications Assistant  
POSITION DESCRIPTION**

**I. OVERALL FUNCTION AND OBJECTIVES**

This full-time position is responsible for the maintenance and development of the Website, ensuring the effective use of Social Media tools to promote Ladue Chapel in the community, program publicity, the production and circulation of the weekly newsletter and related activities as assigned by the Church Business Manager.

**II. DUTIES AND RESPONSIBILITIES**

- Collect information, design, and produce (in coordination with staff and lay editors) all official program brochures, inserts, flyers, press releases, posters, banners, postcards. This involves both in-house and outside source printing.
- Update and maintain the website with seasonal and program driven information.
- Prepare announcements in weekly worship bulletins.
- Prepare and produce the weekly newsletter.
- Collect images and information, design and produce the Annual Report.
- Design and maintain shared drive files for all in-house forms.
- Assist with processing bulk mailings.
- Supervise and staff volunteer mail assistance on Tuesday mornings.
- Office equipment and presentation technology contact person.
- Responsible for keeping the pre-recorded machine messages accurate throughout the year.
- Greet guests and answer calls on Wednesdays.
- Other duties as assigned by the Church Business Administrator.

**III. RELATIONSHIPS**

This position is responsible to the Church Business Administrator.

**IV. REQUIRED SKILLS**

- BA/BFA in Graphic Design, Marketing, or 1-2 years' experience in related field.
- Proficient with Adobe Creative Suite CC: Photoshop, Illustrator, InDesign.
- Proficient with Microsoft Office: Publisher, Word, PowerPoint, and Excel.
- Familiar with WordPress, Constant Contact, and social media platforms like Facebook, Twitter, and Instagram.
- Familiar with PC platform.
- Familiar with a faith-based, non-profit organization/church setting.
- Experience with ACS People & Facility Scheduler is a plus, but not necessary.
- Must have reliable form of transportation.

**V. IMPORTANT END RESULTS**

- Print and digital communication material that is accurate and attractive, reflecting the attitude of Ladue Chapel.
- Pleasant and flexible assistance to the congregation and staff of Ladue Chapel.
- Complete tasks in a timely, accurate and efficient manner.
- Attention to detail.