

**Modesto Church of the Brethren  
Communications Assistant**

JOB TITLE: Communications Assistant

PART-TIME POSITION: approximately 10 hours per week. Schedule is flexible and may require more time in a week depending on deadlines. Position is dependent on continued grant funding (3 year grant renews annually).

RESPONSIBILITY

Work in collaboration with existing staff under the general supervision of the Personnel Committee and specific direction of a Pastor to fulfill the goals outlined in the District Companion Grant that provides funding for this position. This person will work to enhance the congregation's communication with the surrounding community regarding the mission of the congregation and opportunities for involvement with the faith community. Duties include creation and distribution of marketing and informational pieces such as brochures, fliers, posters, press releases, web site, radio and TV spots, etc.

Specific responsibilities:

1. Develop personal knowledge of the church's ministries and programs and ways the congregation communicates with the surrounding community.
2. Develop and execute plans for publicizing congregational mission, values, and events to the surrounding community.
3. Maintain regular communication with the Pastors, Commissions, Board of Administration, other staff and congregational leaders for the purpose of further planning and updates.
4. Maintain and support the congregational web site, to ensure that it is kept current.
5. Train others in the congregation on how to maintain and support the website.
6. Develop and nurture cooperative relationships with local media agencies.
7. Perform other related duties as assigned.

Qualifications:

1. Advanced knowledge of Microsoft Office applications, WordPress, and advanced computer skills essential. Familiarity with one or more graphic design software packages preferred.
2. Excellent time management skills and the ability to work effectively and efficiently with minimal supervision.
3. Excellent writing and communication skills.
4. Ability to work cooperatively with both paid staff and church volunteers to effectively carry out responsibilities.
5. Honesty and integrity beyond reproach.
6. Ability to maintain confidentiality at all times.

Education/Experience:

Prefer college level coursework in communications, graphic design, or marketing, and 2 or more years experience in related field, and/or an equivalent combination of education and experience.

Faith Perspective:

The position requires comfort with the general faith perspective of the Modesto Church of the Brethren.

The Modesto Church of the Brethren is a community which seeks to grow through continuing the work of Jesus. We understand that work to include spiritual practices and friendships, service and justice, hospitality and invitation. As we continue that work, we fulfill the call to participate in God's transformation of the world.

We believe that God's unbounded love and grace, as taught by Jesus, are offered to all and meant to be shared and celebrated by all. We embrace persons of every age, race, sexual orientation, ethnic and religious background, physical and mental ability, and economic means as vital and integral members of God's family. We welcome everyone to participate in our church's life and worship.

To apply send a letter of interest, resume, salary history/requirements, and sample publicity pieces to:

Karen Cosner  
Personnel Committee Chair  
Modesto Church of the Brethren  
2301 Woodland Avenue  
Modesto, CA 95358

Or email to [jobs@modcob.org](mailto:jobs@modcob.org). Please indicate job title in the subject line.

Applications will be accepted until the position has been filled.