

**BLACK ROCK CHURCH
JOB DESCRIPTION**

JOB TITLE: Communications Assistant

JOB DESCRIPTION DATE: July 2026

JOB REPORTS TO: Communications Manager

JOB CLASSIFICATION: Full-Time ☒ // Exempt ☐ Non-Exempt ☒

THE JOB:

This role involves working with the church's digital and creative presence. Key responsibilities include developing strategies for communication and engagement, managing social media content, creating all church emails and overseeing weekly communications tasks. The position also requires hands-on graphic design skills and the ability to manage the church's YouTube channel and oversee our printers. Additionally, the role provides support for Sunday morning services as needed, ensuring all digital and print communications align with the church's brand.

WHO WE'RE LOOKING FOR:

- Bachelor's Degree
- Ability to deliver creative content (text, video, graphic, photo).
- Experience with printing equipment and web design is preferred.
- They must understand and follow branding guidelines, and create items that reinforce the BRC brand.
- They should have strong computer and office skills, and able to handle recurring responsibilities and project assignments.
- Highly organized and detail-oriented.
- They must be able to work independently with minimal supervision.
- Ability to communicate clearly and efficiently.
- They must have the ability to work quickly and with strong problem-solving skills.
- Flexibility to work on multiple projects simultaneously; effectively manage time and prioritize workload.
- A person who agrees with Black Rock Church's Statement of Faith and lives out our Lifestyle Statement.

THE WORK YOU'LL DO:

SOCIAL MEDIA MANAGEMENT

- Create and execute innovative social media posts to boost congregation and community engagement
- Develop engaging posts from sermon content to support "Take Sunday with Them" initiatives
- Generate and curate compelling content (text, graphics, videos, photos) for multiple platforms
- Monitor interactions and respond promptly to comments and inquiries

WEEKLY COMMUNICATIONS TASKS

- Schedule TV slides for Sunday services
- Update VisitorTap with current information
- Update website content (including /info page and website calendar)
- Create and distribute Sunday bulletin
- Send weekly email through Constant Contact (Friday distribution)

DIGITAL CONTENT & ANALYTICS

- Manage YouTube channel including Resi scheduling, thumbnail creation, playlists, and sermon videos
- Update Google Business account and monitor Google Analytics and Google AdWords

PRINTING & SUPPLY MANAGEMENT

- Oversee all printer operations including maintenance, meter monitoring, and troubleshooting issues
- Install printer drivers on staff and volunteer computers
- Manage in-house printing projects and order out-of-house printing as needed
- Handle supply ordering to ensure adequate resources

GENERAL SUPPORT

- Respond to all emails to info@blackrock.org
- Assist Communications Director with various projects and departmental tasks

The above statements are intended to describe the general nature of this job and the level of work performed in this position. This position will be required to perform other job-related duties as requested/required by their Supervisor. Hours will also be flexible with special projects and as the church grows, this position and its duties may change.

THE BIGGER TEAM YOU'LL JOIN:

Black Rock Church is one of the largest churches in New England and has a dynamic 177 year history of helping people Love God, Love People and Serve Our World. We are located between New York City and Boston on the coast of Fairfield County Connecticut, one of the most influential regions in the world.

At Black Rock Church our vision is to inspire hope and ignite faith in every person we meet by connecting them to God through Jesus Christ.