

Job Description

**Position Title:** Communication’s Assistant

**Department:** Communications Department

**Reports to:** Communications Director

**Supervises:** N/A

**Status:** Part-Time, Non-Exempt (Hourly)

**Wage Scale:** based on experience

 **(**in accordance with Oklahoma Conference wage guidelines)

 **Position Summary**

The Communication Assistant supports the mission of the Oklahoma Conference by assisting in the planning, creation, and execution of strategic communications. This role involves managing digital platforms, producing content, supporting local churches and schools, promoting events, and helping to maintain a consistent and engaging public presence across multiple media channels. The position is remote, with occasional travel required within the Oklahoma Conference territory.

 **Essential Job Functions / Duties**

**Conference-Wide Communication Strategy**

* Assist in writing and distributing monthly newsletters, press releases, blogs
* Help oversee and translate monthly tithe videos
* Produce and schedule social media content (graphics, videos, captions)
* Capture and archive photos from schools, churches, and events
* Write bios for pastors and conference employees

**Digital Platform Management**

* Maintain and update the Oklahoma Conference website
* Manage and monitor social media accounts (Facebook, Instagram, YouTube
* Respond to basic inquiries and messages on digital platforms
* Oversee and maintain Google Business profiles for churches, schools, camp, and office
* Update the public-facing events calendar and Advent Connect backend for church websites
* Assist in updating school websites
* Track performance and engagement across platforms

**Event Communication & Promotion**

* Design promotional materials (graphics, flyers, banners, etc.)
* Create registration pages and calendar postings
* Distribute event-related emails and texts
* Coordinate follow-up materials such as blogs or articles when needed
* Assist leadership in communicating during emergencies

**Wewoka Woods Communications**

* Help promote summer camp and camp meeting events
* Design signage and manage quarterly event calendars
* Maintain the Wewoka Woods Amazon Wishlist
* Assist with occasional video updates

**Local Church & School Communication Support**

* Design logos and branded materials for churches and schools
* Create promotional content for church events and ministries
* Run targeted social media ads for local events
* Validate and manage Google Business profiles for churches and schools
* Support PR efforts and AV recommendations as requested
* Capture and archive photography for eAdventist and publications
* Assist pastors and employees in writing bios

**Communication Team Support**

* Build relationships with local communication contacts at churches and schools
* Help set up and restore church social media accounts
* Provide templates, branding assets, and basic training resources

 **Education and Experience**

* Associate or bachelor’s degree in communication, Public Relations, Marketing, or related field preferred.
* Applicable experience (3+ years) may be considered in lieu of education.
* Experience in a church, school, or nonprofit setting is a plus

 **Knowledge and Skills**

* Must exhibit extensive initiative; works with minimal supervision.
* Adaptable and able to evaluate priorities.
* Ability to multi-task in an efficient manner.
* Ability to perform duties with attention to detail, speed, and accuracy.
* Excellent verbal and written communication skills.
* Ability to work under pressure and with many interruptions.
* Must have computer skills and knowledge of Microsoft Suite (Outlook, Word, and Excel).
* Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
* Must be able to facilitate good communications among departmental staff, other departments, and outside personnel.

 **Qualifications/Requirements**

* Member in good standing of the Seventh-day Adventist Church
* Committed to upholding the values and mission of the Oklahoma Conference
* Must transfer church membership to an Oklahoma Conference church within 6 months of hire (if transferring)
* Faithfully return tithe to the Oklahoma Conference
* Organized, creative, and adaptable
* Able to work independently and collaboratively
* Available for occasional evening or weekend events
* Valid driver’s license and ability to travel throughout the conference territory
* Successful completion of a criminal background check and all required pre-employment processes.

 **Physical Demand**

While performing the duties of this job, the employee will be required to stand, sit, walk, talk, bend, kneel, and use stairs.

* Normal hearing and vision are necessary for successful communication and visual content review.
* The role also requires manual dexterity sufficient to operate standard office machines such as computers, phones, calculators, printers, and fax machines
* The physical demands described here are representative of those that must be met to successfully perform the essential functions of this position
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Employment Classification and Work Schedule**

This is a part-time, non-exempt/hourly position with an expected schedule of 29 hours per week (Monday through Thursday).

* The workweek is defined as Sunday through Saturday
* No averaging of hours over multiple weeks
* Occasional evening and weekend work may be required depending on events and conference needs

**To Apply**

Email your resume with references to Apple Park, Executive Secretary and Human Resources Director, at hr@okadventist.org. Questions can be redirected by calling 405-721-6110 ext. 119.

**Please Note**

The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. Oklahoma Conference Administration reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.