



JOB DESCRIPTION

Ministry Assistant Communications, Connections, Equipping, and Women's Ministries

The Moody Church is a diverse church family, alive in Christ and united in our pursuit to bring glory to God in Chicago and around the world. Our staff members are an essential part of this mission, and we welcome applicants who are passionate followers of Jesus Christ, love God's people, and want to join us in celebrating the joy of changed lives. We're currently seeking a Ministry Assistant to provide administrative and ministry support for Communications, Connections, Equipping, and Women's Ministries.

In this role, it's essential that you relate well to all types of people—staff, volunteers, congregant members, and the general public. You'll manage multiple projects simultaneously, track and meet deadlines, and help plan and execute events.

RESPONSIBILITIES

- Act as the primary editor for all church-wide communications, ensuring adherence to in-house and Chicago Manual of Style guidelines
- Manage production of the weekly bulletin, including collecting information from multiple sources, final layout, and online and print production
- Spearhead production of periodic booklets, including the Annual Report and semester-based ministry and service opportunities
- Maintain and monitor the church's social media channels, including scheduling, content curation, copywriting, image selection, and responding to comments as appropriate
- Assist with website maintenance, including the weekly calendar; review and edit updates from various ministries
- Provide logistical support, including registration, ordering materials, and tracking participants in MinistryPlatform database
- Participate in planning and execution of key ministry events
- Accept other duties as assigned

Note: Work hours may vary to meet peak Ministry requirements. This may include evenings and weekends.

QUALIFICATIONS

- Excellent editing skills, in-depth knowledge of the nuances of grammar and punctuation, and familiarity with Chicago Manual of Style guidelines
- Strong attention to detail
- Proficiency with the Microsoft Office Suite, Adobe Creative Suite, WordPress, and various social media platforms
- Strong technical skills and the ability to learn new computer systems quickly
- Basic graphic design skills
- Problem-solving skills, including evaluation and streamlining of processes where possible
- Strong communication, organization, and time management skills
- Self-starter, able to work well under pressure and meet deadlines
- Ability to work both independently and in a team environment
- Ability to recognize and maintain confidentiality
- Affirmation of the Constitution and Doctrinal Statement of The Moody Church
- Bachelor's degree in communications or related field, or equivalent in education plus experience