



Ministry Assistant – Communications & Technology

Summary Description: *The Ministry Assistant provides essential support for communications, technology, and administrative tasks across Canoe Creek Christian Church. This role assists with weekly communication materials, helps prepare and maintain ProPresenter and Sunday technology resources, supports ministry projects, and completes tasks assigned by the Office Administrator.*

Major Areas of Responsibility:

Communications Support

1. Prepare and update weekly communication materials (slides, announcements, emails, print pieces).
2. Assist with website updates and accuracy of ministry information.
3. Support social media scheduling and simple graphics using tools like Canva.
4. Maintain consistent branding and communication quality across platforms.
5. Communicate upcoming events, deadlines, and details to ministries as directed.

ProPresenter & Sunday Tech Support

1. Prepare weekly ProPresenter files including sermon slides, worship lyrics, videos, and media assets.
2. Coordinate with the Worship Pastor and AVL team for Sunday readiness.
3. Troubleshoot basic ProPresenter or Mac-related issues.
4. Maintain digital asset libraries (backgrounds, graphics, templates).

Administrative Support

1. Complete administrative tasks assigned by the Office Administrator.
2. Assist with printing, copying, assembling packets, and preparing materials.
3. Maintain digital filing systems and resource folders.
4. Help manage inventories for communication materials and tech supplies.
5. Support weekly office functions as assigned.

Ministry Assistance

1. Provide ministry tech and communication support as directed by the Office Administrator.
2. Enter data into systems, forms, and databases.
3. Support event prep through signage, registration materials, and visual communication.
4. Help create simple digital resources for ministries (checklists, forms, slides, etc.).

Collaboration & Support

1. Work closely with the Office Administrator to ensure tasks are prioritized and completed.
2. Communicate progress and needs regularly.
3. Support staff by completing tasks efficiently and accurately.
4. Maintain a positive, cooperative attitude across all teams.

Qualifications:

- Competent with technology and communication tools (ProPresenter, Canva, Google Workspace, etc.).
- Ability to learn new software quickly.
- Strong organizational and time-management skills.
- Good problem-solving skills, especially with tech issues.
- Clear written and verbal communication skills.
- Experience in church tech or communications is a plus.

Accountability and Expectations:

- Accountable to the Office Administrator and ultimately to the elders of Canoe Creek.
- Weekly Time Expectations: 20hr/week
 - Mon-Thur: Determined upon hire
 - Friday: off (office closed)
 - Sunday: 8am-12pm

Pay

\$17.00/hr

This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

Send cover letter, resume and references to Human Resources – HR@canoecreekchristian.org