

# Orchards Community Church

## Position Description

### **TITLE**

Communication Assistant

### **HOURS**

20-30 hours per week based on availability and workload. Work hours are Monday through Thursday between 8:30 am and 4 pm.

### **PURPOSE**

Supports the ministries of the church through design and layout of publications, presentations and event promotion in various media forms.

### **BACKGROUND QUALIFICATIONS**

He/she must have good written and verbal skills and proficiency with technology.

Must have knowledge and experience necessary to operate desktop publishing software. We are currently using Adobe Illustrator, InDesign, Photoshop and MS PowerPoint on Windows operating PC.

Must be able to work projects to completion on a reasonable timeline.

Must be flexible and adaptable to new and changing situations.

Must be self-motivated, creative and innovative.

Must have a growing personal relationship with Jesus.

### **DUTIES**

The Communication Assistant role is one of leadership and hands-on creation of high-quality and high-impact communications for the church to both internal and external receivers, addressing the continual communication needs of each OCC ministry area. This position is a "player-coach," involved in specific production details, but also focused on overall strategies to advance OCC's mission through various means of print, video and digital media.

The CA provides leadership for the communications strategies, including budgeting, equipment and staff coordination. The CA ensures clarity, quality and consistency in communications as well as alignment with the church's overall vision and culture.

The CA is hands on in areas including graphic development and print media. They will lead or play a key role in website design/maintenance and video production. Skills in website design and development and video production (or a willingness to learn such skills) are key.



## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you a citizen of the United States?  Yes  No  
 If not a citizen of the U.S., can you provide proof that you can be legally employed in the U.S.?  Yes  No

### EMPLOYMENT INFORMATION

Position applying for \_\_\_\_\_ Date available for work \_\_\_\_\_  
 What salary/hourly rate do you expect? \_\_\_\_\_  
 Type of employment:  Full Time  Part Time  Temporary  
 Have you ever applied for a job with us before?  Yes  No  
 Have you ever worked for us before?  Yes  No If yes, please explain when \_\_\_\_\_  
  
 Have you ever been convicted of any crime other than a minor traffic violation?  Yes  No  
 If yes, start date, court and place where offense occurred \_\_\_\_\_  
 Have you ever been discharged or requested to resign from a position?  Yes  No  
 Why do you desire to make a change? \_\_\_\_\_  
 Have you ever held a position of trust (handling money or confidential material)?  Yes  No

**Previous Employment**

**Employer                      Job Title                      Date Start/Stop   Reason for Leaving                      Supervisor**


### EDUCATION INFORMATION

Schooling	Name of School	Location	Years Completed	Degree
Grammar or High School				
Trade Bus. Or Correspond				
College				
Graduate School or Seminary				

Describe any other specialized or professional training. If you are presently enrolled I school, what are you studying? \_\_\_\_\_  
 \_\_\_\_\_

Are you a born again Christian? \_\_\_\_\_

How long have you had a personal relationship with Jesus Christ? \_\_\_\_\_

How long have you been attending Orchards Community Church? \_\_\_\_\_

Are you a member? [ ] Yes [ ] No If so, how long? \_\_\_\_\_ years

**How and when did your "spiritual journey" begin?**

1. What my life was like before I met Jesus

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2. How I committed my life to Jesus

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3. The difference Jesus has made in my life

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I certify that the information contained in this application is true and complete. I authorize the verification of any or all information listed above.

Signature \_\_\_\_\_

Date \_\_\_\_\_