

Unitarian Universalist Church of Indianapolis  
615 W 43<sup>rd</sup> Street, Indianapolis, IN 46208, 317-283-4760, [office@uui.org](mailto:office@uui.org)  
Job Description for Communications Assistant  
Part-Time Position – 10 hours (weekly)

**Job Summary**

The communications assistant ensures that church communication tasks are met in a timely manner in accordance with communications policies and procedures.

**Some Particular Duties**

- Edit content submissions;
- Produce newsletter;
- Produce weekly and special eblast electronic newsletters;
- Maintain Social Media accounts, including Facebook, Twitter and Instagram;
- Maintain bulletin boards in the Social Hall
- Produce the Community Connections newsletter twice per month;
- Produce Sunday bulletin and website updates when Office Administrator is out of the office; and
- Various other tasks as requested by staff.

**Qualifications:**

- Proficient in Microsoft Publisher and Microsoft Word;
- Experience with website editing software (Square Space a plus);
- Experience with email marketing software (Constant Contact a plus);
- Excellent writing, communication and editing skills;
- Familiarity with church communications;
- Must possess the capability to write skillfully at both the grammatical level and the "story" level;
- Must possess the ability to write coherently, cohesively, and concisely; and
- Must demonstrate an acute attention to detail.

**Supervision**

Receive direction and supervision from Office Administrator.

**How to Apply**

Send your cover letter, resume, and three references via email to [office@uui.org](mailto:office@uui.org). We will review the applications and schedule interviews with those who fill the qualifications.

1/27/17