



Creative Assistant

Part-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for providing administrative and creative support for the Creative Team including video and production assignment coordination, event planning, and communication dissemination.

DEPARTMENT

Communication Ministry

REPORTS TO

Graphic Design
Supervisor

DIRECT REPORTS

None

WORK WEEK

Monday – Thursday,
occasional Sundays

HOURS PER WEEK

29

FLSA

Non-Exempt

JOB CLASS

Para-Professional

MINISTER DESIGNATION

No

DRIVING REQUIRED

Occasional

PRIMARY DUTIES AND RESPONSIBILITIES

1. Assists Creative Team in the production and planning of initiatives and related events.
2. Prepare meeting notes and maintain calendar for Creative Team.
3. Facilitates and coordinates with vendors in negotiating and purchasing of goods and services. Ensures quality and objectives of project are fulfilled.
4. Creates and delivers supporting graphics, illustration, typography, and photography.
5. Processes reimbursement receipts, coordinates room reservations, and schedules meetings.
6. Prepares various reports and composes correspondence.
7. Conducts research, organizes, and implements social events for division.
8. Coordinates air, hotel, and car rental arrangements for Creative Team as needed.
9. Other duties and responsibilities as assigned.

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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Behavioral Values.
7. Attends Membership Class and becomes a member within six (6) months of employment.

MINIMUM QUALIFICATIONS

1. High School or General Education Development (GED) certificate.
2. One (1) year of experience in project coordination and office administration.
3. Prior experience in video and/or event production preferred.

KNOWLEDGE AND ABILITIES

1. Knowledge of production techniques, procedures, and methods.
2. Knowledge of event planning and functions.
3. Knowledge of basic mathematical principles.
4. Knowledge of modern office systems, business letter writing, report preparation, and proper etiquette.
5. Knowledge of computer and software office suites such as Microsoft Office (Outlook, Word, Excel, PowerPoint) and Apple computer platform.
6. Ability to multitask, organize, and work independently with exceptional attention to detail.
7. Ability to communicate clearly and effectively through both verbal and written means.
8. Ability to establish and maintain effective working relationships.
9. Ability to perform all the physical, intellectual, and analytical requirements of the position.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 25 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

REVISED: February 2023