



Position: Graphics and Communications Administrative Assistant

Position Type: Part-Time

Central Heights Church is seeking a dynamic and organized individual to join our team as a Part-Time Graphics and Communications Administrative Assistant. This role is essential in enhancing our communications and ensuring our digital presence is vibrant and effective.

Key Responsibilities:

- Assist with the development and management of content for our website and social media platforms.
- Create engaging graphics and promotional materials using design tools.
- Provide administrative support to the Executive Assistant.
- Maintain organized records and assist in project management tasks.
- Deliver friendly and professional customer service, both in person and over the phone.

Qualifications:

- Previous experience with website management and social media platforms an asset.
- Basic graphic design experience.
- Highly organized and methodical with strong attention to detail.
- Excellent written and verbal communication skills, with the ability to proofread and edit content effectively.
- Self-starter who can work independently and collaboratively within a team.
- Friendly demeanor and professional customer service etiquette.

Why Join Us?

This is an excellent opportunity for someone looking to grow their skills in graphics, communications, and administration while contributing to a vibrant community. If you are creative, detail-oriented, and passionate about engaging with others, we would love to hear from you!

How to Apply:

Interested candidates are invited to submit their resume and a brief cover letter outlining their relevant experience to jobs@centralheights.ca Please include examples of any previous graphic design work or social media content you have created.

Application Deadline: This application process will remain open until we find the appropriate candidate.

We look forward to your application!