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*Our passion is to first experience, then share, the life-changing love of God!*

**Job Description:  
Ministry Assistant  
w/  
Marketing & Social Media Emphasis**

**Overview:** This Ministry Assistant position provides clerical and administrative support to ministry leaders through communication, social media, and promotions of all church related business.

This position is part time: .5 FTE.

**Reports to:** Office Manager/Executive Pastor

**Cedarbrook Employees are expected to regularly demonstrate:**

- ◆ TEAMWORK
  - Develops and maintains positive relationships with others; willingly participates and works collaboratively toward solutions which generally benefit all parties involved; readily shares all relevant information; supports team decisions; acts to promote friendly climate, and good morale.
- ◆ DEVELOPING SELF/OTHERS
  - Actively pursues Cedarbrook core values: Knowing God, experiencing life change, developing relationships, serving with gifts, including others.
- ◆ INNOVATION
  - Creates original ideas and ways for accomplishing a result or solving a problem; Anticipates and responds to opportunities; Builds on past performance; Encourages risk-taking and new ways of thinking; Recognizes the value of change and speed in response to change
- ◆ CEDARBROOK MISSION
  - Actions and interactions demonstrate and promote Cedarbrook mission

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Specific Duties:**

1. Along with Ministry Assistant will work to perform reception duties, i.e.: answers phones, welcomes and assists on-site visitors, while maintaining a predetermined, fixed schedule of office hours
2. Facilitates church communications & marketing:
  - a. Designs & publishes materials for weekly program, brochures, postcards and other communication pieces for Cedarbrook ministries.
  - b. Designs & publishes electronic communications, including but not limited to the weekly e-newsletter, Cedarbrook's website, and all social media platforms with current ministry information.
  - c. Promotes church events to the community as appropriate through community calendars, social media, bulletin boards, Volume One media, & other community promotional activities.
  - d. Designs & publishes Sunday's preservice powerpoint presentation loop and announcements powerpoint.
  - e. Work with Pastoral staff to provide the Sunday morning bumper video in coordination with the current sermon series.
3. Maintains records for e-newsletter contact database.
4. Provides office support to the Children's, Worship, Youth, and Circles ministries, ie: makes copies, prepares mailing, runs errands.
5. Maintains records and database for all ministries, ie: creates and manages online registrations, creates activities in and has great working knowledge of Fellowship One (or other church database management software), etc.
6. Performs special projects as directed by Office Manager or Pastoral team.

**Requirements:** These are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regular Attendee of Cedarbrook Church preferred.
2. High school diploma.
3. One year marketing experience.
4. Experience with MS Office Products, including Word, Excel and Publisher.
5. Experience with or aptitude for learning web-based programs and website management.
6. Ability to contribute as a positive and effective team member.
7. Exhibited organizational, communication and interpersonal skills. Detail oriented. Strong time management skills.
8. Ability to apply common sense understanding to carry out detailed written or oral instructions.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly:

- Sits
- Uses hands to finger, handle, or feel.
- Talks and listens.
- Lifts and/or moves up to 10 pounds

The employee occasionally:

- Stands and walks.
- Reaches with hands and arms.
- Lifts and/or moves up to 25 pounds.

Specific vision abilities required by this job include close vision, and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position require incumbent to work in an office setting, among other employee's desks, where the noise level in the work environment is moderately quiet with occasional distractions.