

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Communications Associate

Department: Communications

Recruited By: Amanda Brown

Reports To: Communications Manager

Location: The Loop Campus

Status: Full Time Non-Exempt

Proposed Employment Category: IV

Summary of Position: The Communications Associate is a professional who plays a key role in advancing the mission, vision, and strategy of Houston's First Baptist Church in a godly, effective, and excellent manner to internal and external audiences through various channels. This is a high-volume position requiring exemplary written and verbal communication skills, nearly obsessive attention to detail to consistently deliver high-quality results, and the capacity to manage multiple projects simultaneously while meeting deadlines.

Purpose: The Communications Associate reports to the Communications Manager and supports and executes projects conducted by the Communications department. The successful candidate will have a passion for telling the story of the church through high-quality written content that will be disseminated via print and digital channels. This professional will build and maintain a strong rapport with colleagues and partners and will serve as an in-house expert to support church ministries with their communication and promotional efforts.

Duties and Responsibilities:

- Collaborate with Communications team to produce written content for weekly communication priorities through multiple print and digital channels
- Stay current on upcoming church events and programs
- Contribute to the Communication department's long-term message scheduling tool
- Partner with ministries to effectively communicate their events and programs
- Establish a routine writing schedule to produce frequent website content including, but not limited to, news articles, blog posts, First Person Stories, etc.
- Stay updated on industry trends and best practices in content writing and suggest topics and subjects to cover in future writing projects
- Research topics thoroughly to ensure accuracy, credibility, and relevance
- Edit and proofread content for grammar, clarity, consistency, and alignment with brand standards

- Collaborate with Creative and Video teams to utilize their resources to support the stories you're telling
- Assist with communications needs related to special projects and churchwide initiatives and events
- Meet deadlines with managing multiple projects efficiently

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

☒ Language skills

☒ Math skills

☒ Reasoning ability

PC skills:

☐ Windows

☒ MS Office

☒ MS Outlook

☒ MS Excel

☐ Other: [Click here to enter text.](#)

☒ Administration

☒ Service to others

☐ Teacher/Leader

☒ Good Communication skills

☒ Team builder

☒ Self-disciplined

☒ Servant leader

☒ Decision maker

☒ Strong work ethic

☒ Empathy for ministry partners

☒ Attention to detail

☒ Other: Knowledge of SEO and writing rich content for websites; able to adapt writing style and tone to suit difference audiences; follows through with commitments and fosters mutual trust with staff; prioritizes and manages multiple tasks effectively; demonstrates the ability to cooperate with a variety of people and achieve results

Education and/or Experience: Select all that apply

☒ College graduate preferred

☒ Administrative Experience

☐ Personnel Management

☒ Church Staff experience preferred

☒ Other: BA/BS in Communications, English, Journalism, or related field; 1-3 years experience in related roles; ability to manage multiple projects at once and adjust to changing priorities; knowledge of Microsoft Office Suite; ability to communicate effectively, both orally and in writing; bilingual (English/Spanish) both orally and in writing is preferred, but not required

Organizational Relationships: Reports to [Click here to enter title](#)

Working Conditions: Select all that apply

- ☒ 40 hour work week ☒ Additional hours as needed ☒ Occasional off campus activities
☐ Continuing Education ☐ Specialized training ☒ Occasional travel
☐ Other: [Click here to enter text.](#)

Prepared By: Amanda Brown

Title: Director of Communications

Date Prepared or Revised: April 15, 2025

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name