

# DIOCESE OF THE ARMENIAN CHURCH OF AMERICA (EASTERN)

630 Second Avenue, New York, N.Y. 10016 | 212.686.0710 | [www.armenianchurch.us](http://www.armenianchurch.us)

## *Job Description*

**Position Title:** Ministries Communications Assistant

**Position Description:** This person will work directly with the Diocesan Ministries staff to provide digital and administrative support for ongoing and future initiatives as they pertain to the Diocesan vision of Building Up the Body of Christ. The candidate will help enhance the ministry of the Diocese by improving its marketing reach, as well as providing operational support in digital innovation. This is a part time position with opportunity for growth.

### **Day-to-Day Responsibilities:**

- **Publicity:** directives and communiques, press releases, campaigns, website updates, print mailing, social media advertisements.
- **Design:** flyers, email banners, website/application layout, social media advertisements.
- **Social Media:** uploading posts/stories to all social media platforms (i.e. Facebook, Instagram, YouTube, Soundcloud), as well as monitoring notifications, comments, and messages.
- **Editing:** Audio and Video

### **Additional tasks may include, but are not limited to:**

- Maintenance of Newsletter, Website, and Mobile Apps
- Correspondence and communication
- Organization and update of project timelines and calendars
- Maintenance of distribution lists and followers

### **Position Requirements:**

- A college degree in a related field or 1 year of related experience.
- Preference given to a candidate possessing knowledge of the basic teachings of the Armenian Church, and an awareness, appreciation, and understanding of Armenian culture.
- Proficient with computer software (i.e. Microsoft Word, Powerpoint, and Excel; iMovie; Garage Band; Canva), with preference given to knowledge of advanced design applications (i.e. Adobe InDesign, Illustrator, Photoshop, Premiere, AfterEffects; Wordpress; Final Cut).
- Strong organizational skills, responsiveness to deadlines, and ability to multitask.
- Ability to accept guidance and supervision, work as part of a team, and take creative initiative.
- Work may be conducted on-site or remotely.

Please submit résumé and inquiries via e-mail to Michele Bergerac at [micheleb@armeniandiocese.org](mailto:micheleb@armeniandiocese.org).

*The Diocese of the Armenian Church (Eastern) is one of the three Dioceses of the global Armenian Apostolic Church in North America, and it oversees more than 60 parishes in the eastern half of the United States. VEMKAR is the Digital Ministry of the Diocesan vision of Building Up the Body of Christ.*