

EXECUTIVE ASSISTANT & CONTENT CREATOR

Position Description

Heritage Congregational Church is a freely gathered community centered on Christ, bound together by covenant, faith, freedom, and fellowship. We welcome all who wish to worship and work with us as we sustain one another, serve our neighbors and grow together. Come work with us regardless of your religious affiliation.

This part-time hybrid role sits at the intersection of church operations, web/media support, creating social content to grow our visibility across platforms and collaborate on process and organization of a congregation that values compassion and belonging.

Key Responsibilities:

Website & Social Media Support

- Edit and publish short-form video and create social media content for Instagram, Facebook & YouTube
- Create weekly website updates to promote church services, events and special moments
- Manage and produce content calendar and schedule
- Assist with the development and implementation of church's online giving portal
- Manage yearly renewals of website administration

Content Creation & Communications

- Support Pastors and Music Director with creation of materials for weekly worship service
- Ensure and maintain church Zoom account for Pastor and Membership online access
- Coordinate with Pastors on Sunday sermon video recordings
- Coordinate with Pastors, Board Members on weekly Membership communications/emails and distribute
- Draft and edit content for monthly Membership newsletter and distribute

Executive Support

- Answer general information inquiries via email and phone, provide accurate and timely response or routing to appropriate Pastor or Board Member
- Maintain weekly office operations and supply inventory
- Manage and maintain schedule of building usage
- Organize and manage documents, ensuring files are systematically stored and easily retrievable
- Assist with tracking church donations and prepare annual donation statements and pledge statements as directed by the treasurer and distribute to Membership
- Manage and update Membership directory and contact lists
- Assist with church representation as needed with the Wisconsin Association and the National Association of Congregational Christian Churches

Ideal Candidate Will Have:

- High School diploma and eligible to work in the United States. Bachelors preferred or working toward degree
- Highly organized, proactive, and detail-oriented
- Skilled in short-form video creation and social media editing and posting
- Comfortable learning, navigating, and updating new platforms, including websites and online portals
- Strong communicator and writer with attention to deadlines
- Able to manage multiple projects simultaneously
- Comfortable operating in a dynamic faith-based environment
- Reliable transportation to Heritage Congregational Church in Madison, Wisconsin

We strongly encourage people of every race, color, religion, gender, sexual orientation, gender identity, age, and ability to apply.

Employment Type:	Part-time, Hourly, Non-Exempt
Reports to:	Pastors; Dr. Synthia Taylor & Rev. Mitch Taylor
Location:	716 S. Whitney Way, Madison, WI 53711
Hours:	12-15 hours per week; hybrid and some weekend availability as needed.
Compensation:	\$16-\$20 per hour, based on experience.
Benefits:	Enjoy an uplifting community with over 50 years of worship in Madison. Pastors, Music Director, and membership provide lasting friendships and support in a caring environment of individual conscience in the spirit. Witness the genuine joy of fellowship, music, worship, and kindness. Join a team that supports each other's growth and works together in a compassionate environment that values healing and spiritual wellness for all people.

Submit resume and cover letter of interest to: heritageoffice@heritagemadison.org

