PIONEER
MEMORIAL CHURCH

Student Digital Media & Communications Assistant

Ministry Description

Part-time Student Position

WHO WE ARE

Out of His deep love for humanity, God changes our lives and asks us to move His love into our community and world. We are uniquely positioned at Andrews University to share the story of God's love from the residence halls to the farthest parts of the earth. We accomplish our mission by engaging people across generations to be disciples of Jesus through the process of Connect. Grow. Serve. Go.

MINISTRY OVERVIEW

I. **About the role:** The Student Digital Media & Communications Assistant supports the Media Ministry by assisting with digital communication, visual content creation, signage distribution, and weekly campus and church communication needs. This role helps ensure information is current, accurate, and visually consistent across digital and print channels while supporting the mission and brand identity of Pioneer Memorial Church.

II. **Reports to:** The Digital Graphic Specialist

MINISTRY RESPONSIBILITIES

I. **Digital & Web Updates:**

Update the Pioneer **online announcements and news pages** weekly (or as requested). Assist with maintaining the **Pioneer Master Calendar** and **Media Master Calendar** (data entry / updates as directed).

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II. Slides & Visual Media:

Create and update **weekly announcement slides** for Sabbath services and weekday screens. Refresh slides when new information is provided. Assist in brainstorming **future digital signage content** for church and youth ministries.

III. Print & Signage Support:

Pick up completed design projects from Lithotech, including:

- bulletins
- posters
- postcards
- inserts
- signage
- paper runs
- other materials as assigned

Distribute signage and printed materials on-site and around campus.
Hang posters at approved church and campus locations.
Place event signage as directed.
Help maintain and update the **Pioneer signage board**.
Create and/or update **door signs** based on provided content.

IV. Archiving & File Support:

Prepare design files and media assets for **archiving and storage** following existing systems and workflows, as directed by the Digital Graphic Specialist.

V. Social Media Support:

Assist in maintaining a **weekly or monthly social media content calendar** using provided templates and guidance.
Schedule approved content using designated scheduling tools (e.g., Meta Business Suite or similar).

Create **simple social media graphics** and short-form content under guidance, including:

- Static images
- Carousels
- Short Reels or video clips (basic trimming, captions, text overlays)

Support content for platforms such as:

- Instagram
- TikTok
- X (Twitter), as assigned

Repurpose existing church content for social platforms, such as:

- Event promotions
- Sermon series graphics
- Announcements
- Quotes or highlights

Assist with writing or formatting **captions**, using provided messaging, tone, and brand guidelines.

Suggest content ideas aligned with:

- Church events and calendar
- Ministry goals
- A welcoming, mission-centered, and respectful online presence

Assist with basic content organization (naming files, saving assets, organizing folders).
Support occasional on-site content capture (photos or short video clips) as directed and time permits.

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Note:
This role does *not* require independent posting decisions, advanced video editing, analytics reporting, or account moderation. All content is reviewed and approved by the Media Ministry leadership before publishing.

VI. Office & Facilities support

Assist in keeping the Media Ministry workspace clean and organized time-permitting, including:

- wiping counters
- helping maintain the office fridge

VII. Ad Hoc Projects:

Create additional design products as needed by various ministries of the church, time permitting. This includes posters, postcards, signs, booklets, brochures, PowerPoint slides, advertising, promotional items, logos, and other projects assigned by the Digital Graphic Specialist or another Senior member of the Media Team.

MINISTRY QUALIFICATIONS:

- Currently enrolled student at Andrews University, Andrews Academy, or Adventist in good standing of the Seventh-day Adventist Church.
- Basic knowledge of Adobe Creative Cloud or willingness to learn.
- Reliable, detail-oriented, and organized.
- Strong communication skills and initiative.
- Ability to work collaboratively in a ministry environment.
- Alignment with the mission and spiritual values of Pioneer Memorial Church.