



## Communications Administrator

Position Reports to: Senior Pastor

Employment Status: Part Time

## Position Overview

Responsible for bringing to life Calvary United Methodist Church's vision and mission by employing communication practices and tools to share the story of the church, including its ministries, programs, opportunities, people, and faith in planned, compelling, accessible ways, by developing a reliable process, in which everyone can participate in hearing and telling the church's story, and by organizing groups of people for the purpose of small group interaction.

## Primary Responsibilities

- Promote the church's mission through communications.
- Promote church-related events and opportunities to church members to encourage their participation and involvement.
- Promote events and opportunities sponsored by the church to the community.
- Strategic calendaring of all church communication.
- Event planning; volunteer recruiting/coordination; volunteer training, follow up and encouragement.
- Small group coordination.
- Web and marketing liaison.
- Devotion writing for spiritual life of the congregation.
- Grant submissions.
- Liaison to lay leader, parish nurse, and other ministry leaders.
- Contact work (calls, one-on-one meetings, emails, cards, visitation)
- Write news releases and maintain proactive media relations.
- Coordinate marketing efforts of the church to support evangelism in reaching out to the community.

## Qualifications:

- Strong communication skills.
- Preferably a church member or church constituent.
- Ability to plan ahead and work without direct supervision.
- Personal relationship with Jesus Christ.

## Educational Requirements

Associate Degree or higher in Communications

## Background Check

Potential hires must pass background check.

## **Time Requirements**

Part Time; 10-12 hours; flexible with regular meeting with the Senior Pastor

## **Salary Range**

\$20.00/hour

Updated: 9/2018