

**JOB DESCRIPTION**  
**COORDINATOR**  
**Campus: Bath Campus**



**Ministry Area:** Operations - Communications

**Ministry Position:** Communications Administrative Coordinator

**Time commitment:** 25 hours per week, part-time salary, non-exempt status

**Reports to:** Ede Bittle, Creative Director

**Position Overview**

This position manages and tracks all projects for the marketing and communication team for Grace Church and will work as the administrative assistant to the Creative Director.

The Communications Administrative Coordinator reports directly to the Creative Director and works closely under the direction of the Director of Ministry Operations.

**Essential Job Functions**

- Develop and manage processes for events and all campus initiatives that require all campus communication.
- Create and Manage tracking system for all Communication Department deliverables.
- Point person for the communication team responsible for gathering details from ministry departments to produce content.
- Working with ministries to develop effective event promotion schedules.
- Manages all vendor relations, including all orders outsourced for the Communication Department.
- Help organize and maintain relationship with volunteers and facilitate their involvement in communications goals striving to utilize church volunteers as much as possible for projects.
- Manage the Communication Dept budget.
- Work with the Creative Director to help organize calendar, email response and track deliverables for the Creative Director.
- Stay up-to-date on current communication strategies and trends to implement them when relevant for Grace keeping focus on the target audience for weekend service, the 24 year old.
- All other duties, as assigned.

**Specific Requirements**

- Strong project management skills.
- Extensive Experience with Microsoft Office Suite.
- Ability to communicate/lead volunteers through the creative process.

**Spiritual Life**

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

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2.22.2023

## **General Requirements**

- A committed and faithful attendee of Grace Church, Bath Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture.
- Always being concerned about the spiritual welfare of others.
- Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

## **Measured by**

- 30/60/90-day new hire review by the Creative Director with input from the Director of Operations.
- Annual Review given by the Creative Director with input from the Director of Operations.
- Input from leaders, staff, and volunteers.