

JOB DESCRIPTION
MANAGER
Campus: Bath Campus



Ministry Area: Operations - Communications

Ministry Position: Communications Administrative Manager

Time commitment: 40 hours per week, full-time salary, 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 Manager reports directly to Creative Director and works closely under the direction of the Director of Ministry Operations.

Essential Job Functions

- Work with the Creative Director to help organize calendar, email response and track deliverables for the Creative Director.
- Collaborate with Communication team on deliverables and assets as assigned by the Creative Director
- Develop and manage processes for promotion of 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 and create a feedback loop for the ministries.
- Manages all vendor relations, including all orders outsourced for the Communication Department.
- Recruit volunteers and facilitate their involvement in communications goals striving to utilize church volunteers as much as possible for projects.
- With Director of Ministry Operations help manage the Communication Dept budget.
- 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.

Specific Requirements

- Strong project management skills.
- Bachelor's degree or comparable experience.
- 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).

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 and Annual Review given by the Creative Director with feedback from the Director of Ministry Operations.