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| ../Documents/The%20House/Website/Logos/TheHouse_logo_circle_gray.jpg | **Communications & Admin JOB DESCRIPTION** |

**POSITION TITLE:** Communications Director **EMPLOYEE:**

**REPORTS TO:** Lead Pastor **SUPERVISOR:**

**EMPLOYMENT CLASSIFICATION:**

1. **Job Category:** Ministry Support Team
2. **Continuity:** ● Regular ○ Temporary
3. **Fiscal Year:** ● 12 Month ○ 8 Month
4. **Work Arrangement:** ○ Full Time ● Part Time / Contract **Hours per Week:**  12
5. **Compensation:** ○ Salary ● Hourly $\_\_\_/hr w/ 3 month review
6. **Holidays:** ● No ○ In accordance with BC labour requirements.
7. **Benefits Eligibility:** ○ Yes ● No

**ROLE SUMMARY:**

The primary purpose of this role is to provide outstanding internal and external communication for The House.

A secondary role is providing general administrative support to the pastoral team as required.

**POSITION REQUIREMENTS/QUALIFICATIONS:**

1. **Education & Experience**
* Formal graphic design training and/or qualified portfolio demonstrating quality of work.
* Understanding and experience working in the unique setting of a church environment.
1. **Competencies (Skills, Knowledge, Abilities, Training)**
	* Social media communication and brand reinforcement; including Facebook, Instagram, Twitter.
	* Graphics and creative design skills for printed publications, presentation media, and web content. (ie. Keynote, ProPresenter, Photoshop, Squarespace, Canva, Breeze, Mail Chimp).
	* Basic IT skills to help maintain email server, etc.
	* The ability to self-start and self-supervise, taking initiative for tasks as they arise and ability to work outside of regular office hours.
	* Creative vision to improve systems and process.
	* Strong team and communication skills.
2. **Commitment**
* Committed and mature follower of Jesus Christ in agreement with the doctrines of the P.A.O.C.
* Serve as an ambassador for The House; committed to living and promoting our Mission, Vision, Values, and Culture.

**KEY CONTACTS/RELATIONSHIPS:**

1. **Internal:** Pastoral Team, Ministry Team, and Department Volunteers.
2. **External:** Congregants, Suppliers, and Outside Vendors.

**POSITION AUTHORITIES:**

1. **Expense:** Eligible for expense reimbursements up to $200 unless pre-approved by the Assistant Pastor.
2. **Custody:** Masterkey holder
3. **Systems:** Authorized admin level access for social media and website accounts, church management and creative content software, IT services, alarm company.

**KEY MANDATED RESPONSIBILITIES:**

* Regular **administrative duties** and **general tasks (approx. 6hrs)**
	+ Create and send bi-weekly Mail Chimp campaigns.
	+ Maintain external communication streams (email and web based inquiries, voicemail).
	+ Calendar and people management through Breeze.
	+ General admin tasks; create / process sign-up sheets, manage email and web responses.
* Manages all **creative design** and **publication creation (approx. 6hrs)**
	+ Create event posters, series graphics, and other publications and media content.
	+ Create weekly Keynote / Pro Presenter presentations and content for announcement slides.
	+ Manage web design and weekly updates including podcast and events, etc.
	+ Develop and maintain a strategic and high impact social media presence.
* **Flex time** **(approx. 2hrs)** outside of regular office hours to complete tasks as the arise
	+ Sunday sermon slide creation and weekend deadlines.
	+ Regular social media posting, creative content, emergency communication.
* **Sunday** **tech** and **worship** support **(approx. 6hrs)**
	+ Oversee schedule and responsibility for Sunday AM worship and tech positions.
	+ Develop touchpoints for the worship community
	+ Be on site every Sunday at 8am to assist with tech, trouble shooting, help as required.
	+ Once a month lock-up.

**KEY PERFORMANCE EXPECTATIONS & GOALS:**

* Increase the frequency and effectiveness of social media content platforms.
* Produce outstanding visual publications that help promote ministries and communicate vision.
* Create strong presentation media for sermons, adverts, and promo.
* Establish a consistent look and design criteria for all digital media and publications.
* Leverage our website for fresh and relevant, clear communication.
* Ensure assigned administrative tasks are carried out in an efficient and timely matter.
* Communicate with the pastoral team on ways we can be more effective.
* Take care of your spiritual life and personal life to ensure you’re healthy for church ministry.
* Serve as an influencer in the overall ministry of The House. Display a care, concern, and willingness to do what it takes to see our church community healthy and strengthened.
* As a person serving in leadership and receiving financial compensation all paid staff are expected to set the example in financially supporting the ministry of The House.

**Annual Acknowledgement:**

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Employee Supervisor Date