

Job Title: Office Administrative Support/Communications Coordinator
Report to: Tracy McFall, Office Manager; Kadi Cole, Director of Advancement;
Jeff Bogue, Senior Pastor
Artistic Oversight – Ede Bittle and Ezra Wimberly

Position Overview

Serves on the administrative team focusing on coordinating and implementing internal and external communications strategies for Grace Church and its various ministries. This is a part-time position with occasional evening and weekend responsibilities as needed to accomplish projects or fix problems.

Essential Job Functions

- General Administrative Team duties - serve the people of Grace Church and the Pastoral/Director staff including answering phones, receiving guests, being knowledgeable of Grace Church, completing tasks as requested by pastoral/director staff, assisting with church-wide projects assigned and helping as needed for the benefit of the church.
- Coordinate Communications – including managing volunteer-friendly processes for gathering ministry information, resourcing volunteers and maintaining Grace Church quality standards in order to have consistently accurate, attractive and accessible information on the body life at Grace Church in current and future media formats.
- Continually re-assess and recommend improvements to our communication strategies in an effort to be culturally relevant, attractive to our community and effective in communicating with our church body.
- Printed Programs - design, plan, coordinate and prepare printed programs for weekend services and special services (such as Communion, Easter, Christmas Eve, etc.)
- Maintain and update Grace Church website for all ministries including copywriting, layout and graphics as well as functional components such as on-line registrations and payment options.

Grace Church *North Campus*

- Coordinate external/outreach communications such as direct mail, mall advertisements, newspapers, billboards, etc.
- Serve as a resource to staff and ministry volunteers with design, copywriting, website, printing, etc for ministries and as a trainer/equiper for these areas.
- Coordinate inventory and office support for the bookstore and other kiosk ministry set-ups (cash boxes, tickets, etc).
- Maintain confidentiality of documents and information as required.

General Requirements

- Must be a committed follower of Jesus Christ.
- Must have a servant's heart.
- Must adhere to and support the vision and philosophy of Grace Church and its leadership.
- Must possess organizational, multi tasking, and project skills. Able to meet deadlines and time sensitive requests.
- Must possess a strong work ethic (We are the recipients of the Lord's money).
- Must have a heart focused on ministry, not just a job.
- Ability to maintain a positive outlook and spirit of teamwork even in the midst of time sensitive projects and a busy office.

Required Skills & Abilities

- Ability to communicate verbally and in writing with excellence. Able to write on behalf of different ministries and capture the "voice" of Grace Church.
- Knowledgeable with graphic programs such as InDesign, Photoshop, etc.
- Able to create imagery and text to communicate spiritual content in a manner and quality consistent with Grace Church.
- Able to learn and become proficient at new technology (such as website support programs) and church database.
- Excellent skills with Microsoft Office including Outlook.
- A degree and/or professional experience in communications, graphic design, marketing or similar field preferred.