

## **Church of the Apostles Communications Administrator**

**Job Title:** Communications Administrator

**Reports to:** Executive Director

**Position Status:** Part Time (20 hours per week)

**Purpose:** The Communications Administrator is responsible for managing all aspects of church-wide communications. This job is a ministry of the church; the person in this position will be extending the ministry of Church of the Apostles to our staff, our members, and the surrounding community.

### **Job Responsibilities:**

The primary responsibilities include:

#### **Communication Management:**

- Creates and copies the weekly Sunday bulletin
- Creates and sends the weekly e-mail newsletter
- Oversees the church website
  - Ensures that information on the website is accurate and up to date.
  - Collaborates with the website manager to communicate any extensive changes to the church website.
  - Continually seeks to keep website fresh and appealing to target audience.
- Works with church staff to produce other communication pieces (as needed)
- Creates special service materials as needed (Confirmation, Prayer and Praise, Funerals...)
- Research and Utilize current communication technology for use in communication

#### **Leadership (Build and lead following teams)**

- Blog: Solicit, edit, schedule, and post blog articles that tell the story of the life of the church
- Visual Media: Photograph church events and life and share with the congregation (through blog, website, photographic art in the building)
- Communication: periodic reviews of all types of communications (bulletin, web, print) for ways to improve or move forward

#### **General**

- Answers phones and directs calls while on site
- Attends weekly staff meetings

#### **Job Skills and Requirements**

- A bachelor's degree in communications or a related field or equivalent experience preferred.
- A committed Christian, and preferably a member of Church of the Apostles.
- Can conceptualize his/her administrative and managerial work as ministry and verbalize the function of the job as ministry.

- The ability to effectively communicate and collaborate with church members and staff to make decisions.
- Knowledge of communication technology, including web maintenance, electronic communication software, and social media.
- Flexible thinker and able to cooperate and collaborate with various ministry leaders
- Timely and consistent attendance, and availability in the evenings for committee meetings.
- Excellent verbal and written communication skills.

**Evaluation and Compensation**

The Communications Administrator reports to the Executive Director and will receive an annual performance review by the Executive Director. Compensation is reviewed annually by the Executive Director and the Leadership Council.