

# Communications Administrator

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**Job Title:** Communications Administrator

**Reports to:** Communications Director

**Department:** Communications

## Position Overview:

The Communications Administrator plays a key role in the tactical management of Alliance Church communications. This role uses project management skills to support the Communications Team in creating effective communications for our church community.

Some Sunday and weeknight responsibilities apply.

**Status:** Full-time; Non-Exempt

## Responsibilities

- Supports church events (The Grid) by managing team projects to produce:
  - Print media
  - Digital media
  - Website
  - Social media
  - Marketing
  - Sermon messaging and graphics
  - Event messaging and graphics
  - Campaign messaging and graphics
- Interfaces with other members of the team to develop specific deliverables:
  - Creates detailed schedules and sets timelines.
  - Monitors progress on projects to keep them on schedule.
- Outsources projects as necessary.
- Provides updates to ministry teams and Communications Director.
- Serves as the face of the Communications Team; manages all project intake and fields requests/questions.
- Facilitates meeting with the ministry teams; creates environments for understanding of the ministry, their target audience and their needs, etc.
- Shares with ministry teams about the communication processes, standards, and best practices.
- Presents creative work to ministry teams; works on revisions and archives final projects.
- Conducts evaluations with ministry teams on quality, effectiveness, timeliness, and overall satisfaction.



- Support staff communications needs administratively, including major print jobs, onboarding/offboarding, etc.

#### **Position requirements**

- Must have an active and growing relationship with Jesus Christ with a passion to see more people around the world connecting with Him and each other.
- An associate's degree in marketing, communications, web media, graphic design, project management, or related field is preferred.
- At least (1) year of experience as an executive's assistant, project manager, account executive, or communications; experience overseeing complex communications strategy or cross-departmental teams a plus.
- PMP Certified a plus.
- Ability to discern needs, get to the overall objective, and support as necessary.
- Strong writing and editing skills for both print and digital media.
- Ability to manage multiple projects at one time.

## **STRATEGIC FRAMEWORK**

**Vision/Purpose:** Connecting the world with God and one another.

### **MINISTRY VALUES**

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do.
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer.
3. God's Word is truth and we trust it above anything else to make a lasting impact on those we touch.
4. Individual and corporate worship is critical to our spiritual health and relationship with God.
5. Our fellowship is focused on shepherding and caring for one another.
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact.
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people.
8. We will never lose sight of our vision.

### **MINISTRY PHILOSOPHY**

#### **Simple Purpose, Simple Church**

Our purpose is simple: Connecting the world with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.

#### **Strategic and Effective**

We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completing of the Great Commission.

#### **Felt Needs First, Prescribed Needs Second**

We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible.

### **Come and See – Go and Be**

We will partner with the congregation in doing Kingdom work. The staff's role will be to provide clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service and world missions.

### **Healthy Relationships**

We work together as a team. We keep short accounts, will not let conflict simmer and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom building.

### **Servant Leadership**

We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.

### **Stronger Together**

We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.

### **Complementarian**

Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.

### **Healthy Leadership**

We are healthy, high capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping our priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.

### **Equip Future Leaders**

We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.