



JOB DESCRIPTION

Position Title	Administrative and Communications Coordinator
Position Reports to:	Children's Ministry Director
Department:	Children's
Schedule (may vary)	20-25 hours/week.

General Description

The Administrative & Communications Coordinator provides administrative support to the Children's Ministry and promotes all Children's Ministry services, events, and activities. You are high organized and have excellent people skills. You enjoy working with a team but also thrive working independently to fulfill the vision created.

You are talented at using words and images to create attractive posters, fliers, emails, web content, social media posts, and other promotional pieces that catch people's attention and clearly communicate both the facts of an event as well as its heart. You enjoy design and writing, you are highly detailed-oriented, and you can balance multiple projects at once and keep on deadline.

Specific Duties and Responsibilities - Communications

- In conjunction with ministry leaders, develop marketing campaigns and promotional calendars for ministry events.
- Write copy and design promotional pieces such as posters, fliers, brochures, and postcards.
- Write bulletin blurbs and other material, such as announcements, that will promote events in the main adult services
- Coordinate announcement requests with the Production Team - scheduling, writing, and submitting on deadline
- Serve as liaison when working with design members of the Production Team on graphic or video projects
- Help maintain current content on web pages for each ministry
- Prepare announcement slides for monitors
- Maintain an active and engaging presence on social media platforms. Create engaging content to promote events as well as meaningful content that reflects the mission/purpose of each ministry. Interact with followers, maintaining each ministry's brand look and feel.
- Perform email campaigns through constant contact
- Post on social media (Facebook & Instagram)
- Seek exposure for church programs in the community, when appropriate, via free and paid advertising
- Occasional be present at events in order to take photos or video for future promotional use

Specific Tasks and Responsibilities - Administrative

- Ensure that children's ministry staff have submitted timecards on deadline and completed them accurately. Log hours into a tracking spreadsheet and submits timecards to designated supervisors for their approval.

- Responsible for the overall “look” of the front lobby and hallways. Ensure that promotional pieces stay stocked and current at distribution points around campus.
- Reserve rooms and create registrations for ministry events.
- Help train new staff in general office procedures that are common across age groups.
- Interface with facilities department on room set-ups, work orders, answering questions, etc.
- Distribute mail to Children’s Ministry staff members.
- Make deposits of offering and fundraiser proceeds.
- Route new person welcome cards to the appropriate staff for follow-up.
- Receive safety incident reports and forward them to appropriate staff for follow-up.
- Create monthly calendar with due dates for timecards, roster changes, and staff birthdays.
- Keep a good handle on supplies that are both at-hand in the office and in storage, being able to direct staff to resources and avoid unnecessary purchasing.
- Answer general CM questions – phone, e-mail, or walk-in.
- Keep updated roster of CM employees and their contact information.
- Keep current information in staff google folder and make available for staff as needed.
- Manage staff calendar of planned absences.
- Oversee weekend fundraisers (approx. one/year)
- Assist with large events, such as Recruitment, Harvest Party and Good Friday Experience.
- Other duties in support of CM pastor, director, and other staff may also be assigned.

Knowledge Skills Required for the Job

- Computer literacy: experience with Microsoft Word, Excel spreadsheets, databases, e-mail, is essential.
- Experience with Google Docs, Sheets and Drive, Dropbox, and ServiceU is desirable
- Basic principles of graphic design and layout
- Excellent written communication skills
- Creativity
- Experience in social media marketing
- Ability to tailor messages and design style toward the intended audience

Desirable Qualifications

- Ability to collaborate with a team and balance multiple projects at once
- Ability to work at a fast pace, explore alternative solutions, and maintain a positive attitude
- Detail-oriented, able to keep deadlines and see projects through to completion
- Experience with design software
- Experience with photography and photo editing software
- Video editing experience is a plus
- Familiarity with Constant Contact e-marketing tools
- Familiarity with Basecamp or other project management software

Personal Relations

- Must be able to represent the ministry well to public, parents, children, and volunteers.
- Must interface with other ministries and departments on campus and operate with a “can-do” spirit.
- Must have a helpful attitude, being willing to help other team members with various projects.
- Must be able to exercise professionalism, discretion and sensitivity in handling confidential information.

- Able to receive feedback non-defensively and with a willingness to incorporate suggestions into revisions of work
- Willingness to respond promptly to inquiries and feedback from different ministry leaders

Work Environment

- Most work is done at a desk and using a computer
- Although there is a rhythm to the week, work may be interrupted and focus diverted to handle pressing or last-minute issues.

Minimum Qualifications Required

- Follower of Jesus Christ who is committed to their personal spiritual growth
- Part of the body of North Coast Calvary Chapel (or willing to become a part)
- Computer literacy, including the ability to learn and use online productivity tools such as Quip, Google Docs, Dropbox, and FileMaker Pro and FileMaker Go
- High School diploma (bachelor's preferred)
- Willingness to work within the vision and values of North Coast Calvary Chapel

Physical Requirements

- The job is mostly sedentary, and requires sitting at a desk and looking at a computer screen for extended periods of time. However, weekend work and events is on your feet and fast paced.