



## **Job Description Communication & Project Manager**

*This part-time position offers vacation time and pay of \$26 per hour based on the level of experience. The role guarantees 20 hours per week, flexibly set over the week.*

### **General Personal & Spiritual Qualifications**

1. Profess personal faith in Jesus Christ as evidenced by spiritual growth and passion for God.
2. Model the biblical qualifications of an elder. (1 Tim 3:1-7, Titus 1:6-9, 1 Peter 5:1-3)
3. Model biblical integrity in all things. (Titus 2:7-8)
4. Model biblical leadership as an equipper. (Eph 4:11-13)
5. Model biblical community in relationships as described in the “one another” commands in Scripture.
6. Embrace Village's Mission, Vision, and Values – modeling a commitment to helping the church realize these goals.
7. Support a multi-staff and multi-cultural team ministry.
8. Affirm Village's doctrinal statement, covenant, position statements, and policies.

### **Ministry & Job Specific Qualifications**

1. Multi-ethnic team, ministry, or professional experience
2. Proven experience as a team worker and in collaborative leadership
3. Disciple-maker with a pastoral and missional passion
4. Ability to organize, and proven accountability with, execution of administrative duties related to their responsibilities
5. Professional communication skills, both verbal and written
6. Ability to see the big picture and drive and collaborate with a team's vision
7. Teachability and willingness to learn and improve
8. Preferred educational background – has completed a broad sequence of biblical survey for credit at the Bachelors or Masters level from an accredited theological institution.
9. Proven ability to develop and deliver a clear and concise communications and programs that is consistent with current vision to reach many cultures.
10. Excellent verbal and written communication skills.
11. Experience in cross cultural teams and supervising staff.
12. Ability to think critically, execute plans and troubleshoot problems proactively.
13. Minimum education requirement – undergraduate degree in communications (or comparable); and theology and/or biblical survey courses for audit or credit at the Bachelor's level (or above) from an accredited theological institution.

## **Primary Job Responsibilities**

This role is responsible for overseeing the internal and external messaging and communications of a missional, intercultural community. Supervision of one direct report, collaboration with other ministries and pastors, and coordinating teams of volunteers throughout the year is primary to the role. The position also directs special communications projects (print, film, visuals) and is encouraged to use innovative thinking.

## **Job Duties**

1. Cultivate a high level of quality for cross cultural communication in a missional, multicultural church through spoken, written, visual communications
2. Supervise the Communications and Digital Media Coordinator and review and/or edit communications projects under that role for grammar, messaging, and story cohesiveness including:
  - a. weekly projects: church email, app, website, social media, digital sign board, lobby slides, printing jobs, translation, video
  - b. special projects: annual report, church directory support, all church communications and translation, Worship Ministry elements--video and graphics
3. Collaborate with the Pastor of Worship & the Arts on weekend worship service needs
4. Partner with Executive Director for operational communications needs
  - a. Internal communications i.e. staff and congregation
  - b. External communications as needed
5. Collaborate with Village Council for promotion of church business such as:
  - a. Annual Meeting
  - b. Budget Meetings
  - c. Ad Hoc all church news
6. Manage digital and media contractors for project based work
7. Manage short-term projects (e.g. research, appreciation lunch, etc) and special community events (e.g. all church lunches, etc)
8. Assume any responsibilities given by the Executive Director.