

Title: Communications Specialist (Part Time: 20-25 hours per week)

Objective: Our mission is to lead people to find and follow Jesus. We are looking for an experienced and engaging communications specialist to work closely with our ministry leaders in sharing stories which bring our mission to life. This role has a range of responsibilities including creating and executing communications strategies across multiple channels, managing projects, working with contractors, and assessing the effectiveness and outcomes of congregational and community outreach communications. This role is fueled by a passion for seeing God transform lives and will contribute to shaping and sharing compelling stories of people whose lives have been changed by the power of Jesus.

Reports to: Program Director

Member of: Communications Team

Primary Duties and Responsibilities:

- **Ministry Team Collaboration**
 - Execution of Grace Chapel's overall communication strategies creating visibility into what God is doing and driving congregational engagement.
 - Identifies/leads in the creation of internal and external ministry storytelling opportunities.
 - Collaborates with ministries and provides communication support for church-wide events and projects.
 - Creates and executes specific content, projects and plans in alignment with ministry vision.
 - Serves as a knowledge-leader for ministries in defining ministry communication approaches.
- **Website & Social Media Manager**
 - Serves as a team expert for key media platforms including social media, WordPress, SubSplash app and other web content.
 - Manages website content and collaborates with website contractors and graphic designers in facilitating the creation of new content and tools.
 - Develops social media strategies and deploys content for various platforms.
- **Brand Management**
 - Ensures brand alignment and compliance church-wide and within ministries.
 - Collaborates on and executes recurring all-church digital and print communications.
 - Ensures that all ministry signage campus-wide is uniform and meets the style guide.

Secondary Duties and Responsibilities:

- Actively assesses communication effectiveness and tracks plan outcomes.
- Documents and maintains the processes required to perform the job.
- Updates You Version sermon content weekly.

Stewardship of Mission: Supports Grace Chapel's mission of leading people to find and follow Jesus. Establishes and maintains strong team relationships. Manages resources for maximum ministry impact while minimizing expenses. Creates a collaborative environment within an inviting culture of loving Christian care.

Minimum Qualifications: Excellent communications skills (both written and verbal), operational excellence, Associates degree (or equivalent) in related area, strong attention to detail, ability to drive projects to completion, high proficiency in social media platforms and computer applications (Microsoft Office, Adobe Creative Suite, Word Press web platform, Canva). Knowledge of and training on emerging communication tools and web-based designs.

***Please note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties, and responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.*