

# Communications Manager

ENCOUNTER | 6950 Ralston Street, Ventura CA 93003 | 805-656-7766

March 2019

**JOB CLASSIFICATION:** Part time

**TIME COMMITMENT:** 25 hours per week

**ACCOUNTABLE TO:** Executive Pastor

**PURPOSE:** To support the Communications Team and Executive Pastor in the operation of all department communications and graphics requests; project manager for the graphics designer and print production assistant, and maintain, track, and schedule all website content and media.

**BENEFITS:** See personnel handbook for vacation and holidays

## **PRIMARY DUTIES AND RESPONSIBILITIES:**

### **COMMUNICATION PROJECTS MANAGEMENT**

- Manage day-to-day operational aspects of projects, including communication of department needs to graphics designer
- Manage multiple projects simultaneously and understand project priorities in the context of department expectations
- Plan, schedule, monitor, and adjust work flow for independent graphics designers for completion of project requests
- Facilitate communications and negotiations between a wide variety of requests and projects
- Effectively train staff on all communication procedures and software related programs as needed
- Identify, address, and resolve conflicts on project issues
- Effectively manage and communicate project timelines, status updates, and workload
- Manage requests and scheduling for all church communications including weekly bulletin, promotional materials, verbal announcements, PowerPoint's, videos, web content, events, online registrations, street, wall, fences, campus signage, weekly mass emails, bulk mailing
- Proofread and edit all communications materials to ensure accuracy
- Distribute promo materials for church and outreach events
- Design and facilitate new projects or systems that improve efficiency of communications (i.e. Church Teams, Planning Center Events, MailChimp, EmailMe Online Forms, Dropbox, and Google Tracking)

### **WEBSITE UPDATES AND MANAGEMENT**

- Develop, maintain, update, and schedule website content from departments, including featured events, calendar, blogs, stories, and media
- Create, develop, and implement online forms, event registrations, and database management systems to be linked and accessed from website

### **MAILCHIMP MAILINGS for staff without Admin. Assistants**

- Facilitate mailings as requested using Churchteams database to produce lists.

### **OVERSIGHT AND MANAGEMENT OF GRAPHICS DESIGNERS**

- Oversee our part-time graphic designer as it relates to all projects and production schedules

### **OVERSIGHT AND MANAGEMENT OF PRINT PRODUCTION ASSISTANT**

- Plan, prepare, and supervise Print Production Assistant's workload to ensure that in-house printing needs for bulletin and department requests for other materials are completed

## **REQUIREMENTS:**

- Excellent project management, administrative, and organizational skills
- Excellent written and verbal communication skills
- Able to prioritize and balance multiple projects simultaneously
- Work both autonomously and in a team-oriented, collaborative environment
- Quickly adjust to shifting priorities, demands, and timelines through analytical and problem solving capabilities
- Able to relate, work with, train as needed, and coordinate with a wide variety of people including leaders and staff who have active communication projects.
- Essential Computer skills: Excel, Word, Outlook. And must learn: MailChimp, WordPress Website Management System, Churchteams Database, Planning Center Event Registration System, Online Forms
- Strong attention to detail, initiate problem solving, respond to needs
- Has a heart for ministry
- Be or become a member of ENCOUNTER