



COMMUNICATION & OFFICE MANAGER—

(10/2022)

This role serves to advance the mission of the congregation through communication and hospitality. She/he will coordinate the communication plan of the congregation alongside providing welcome to guests in Jesus' name and administrative support. This individual is to display a dynamic faith relationship with Jesus as well as a love for Jesus' Church. The position is 30 hours / week and requires a high level of communication proficiency, relational aptitude and administrative passion.

I. QUALIFICATIONS

A. Love for Jesus and the Church!

"Passion for Christ, Compassion for People"

B. Agreement with the Mission and Core Values of Crosstown Covenant Church.

To invite and equip all people to experience a life-changing, ever-growing relationship with Jesus Christ.

Dependence on the Word of God

Life-Changing Relationship with Jesus

Heartfelt Worship

Compelling Mission

Multi-Generational Community

Personal Caring

C. Excellent Relational, Communication, and Administrative Skills

II. EXPECTATIONS AND RESPONSIBILITIES

A. General Duties—

- 1. Maintain Regularly Scheduled Office Hours** (9 AM – 3 PM, weekdays)
- 2. Communication:** Lead, create, and manage congregational communications
- 3. Hospitality:** Serve as the "public face" of the congregation
- 4. Administration:** Oversee and monitor organizational details

B. Specific Duties--

- 1. Communication:** create and manage print and digital publications including newsletter; sermon series support, Website / App Maintenance, YouTube Channel, Google Calendar updates, and event promotion.
- 2. Hospitality:** welcome weekday guests; coordinate 3rd party building use, assist with Benevolent Fund requests, serve as staff representative to Community Caring Commission and manage Sunday greeters.
- 3. Administration:** Maintain congregational database, documents, office supplies, equipment, run background checks, collate Annual Report (January).
- 4. Event Assistance:** Support events with design, marketing, registration and organization as needed.

III. RELATIONSHIPS

- Function as a member of Crosstown's staff team by attending weekly staff meeting.
- Report to the Lead Pastor on an ongoing basis.
- Annual Ministry Review: Conducted by Lead Pastor in collaboration with Elder of the Community Caring Commission