



## **Communications/Administrative Director**

### **Position Description**

The Communications/Administrative Director is the central point for all administrative and communications for our church family. They will have an active role in the office as it relates to all things office related (payroll, billing, giving contributions, scheduling, etc,) and in assisting in the general communications (emails, events management, website, prayer requests) with our church family at large. The desired person would be a highly organized and collaborative individual that is willing to work with the pastoral staff and ministry directors in fostering the healthy operations of our church family.

### **Duties & Responsibilities**

#### **Assist in developing and enhancing Grace Chapel's communications with our people**

- ⇒ Assist in content creation for social/communications purposes (ie: graphic design).
- ⇒ Development of a weekly church wide communication that enables our people to stay connected with all that is happening within Grace Chapel. (ie: Grace Weekly email)
- ⇒ Work alongside the Associate Pastor of Worship in developing communication strategy and making sure it is executed and assessed on a regular basis.
- ⇒ Central point of communication between the church family and the respective staff, Elders, Deacons, Ministry Leaders, and other roles within the church.

#### **Maintain and Deepen the Use of Online Tools for Communication and Organization**

- ⇒ Ongoing use and development of online platforms for general church administration (ie: Planning Center, Subsplash, MailChimp, etc.)
- ⇒ Coordination of website and Google event calendars and their respective registration needs for future events, discipleship classes, community groups, etc.
- ⇒ Work with our Financial Accounting Firm (Parable) to ensure that our expenses and income are properly categorized.

## **Manage the Administrative Duties Related to the Office**

- ⇒ Handling of all correspondence (phone, email, Connect & Contact Cards, prayer requests, mail) of the church and the proper routing to the respective parties.
- ⇒ Maintenance of all Pastors/Church wide calendars to understand the different events/organizations that are using the church facility throughout the week.
- ⇒ Ordering of all necessary office supplies and materials needed within the respective ministries.
- ⇒ Respond to correspondence and information from all of our respected third-party companies (insurances, print vendors, outside contractors, community organizations, etc.)
- ⇒ Maintain basic hospitality needs (ie: refill coffee, water, water plants, etc.)

## **Oversee the Payroll/Accounting of the church with assistance of Parable**

- ⇒ Work as the primary manager of all things finance related within the church (weekly giving, bank reconciliation, check cutting, yearly statements).
- ⇒ Work alongside Parable and the Lead Pastor to oversee proper management of all church related financial reports and distribution of monies to appropriate accounts
- ⇒ Generate monthly reports from Parable and work with our CPA to have audited month end/year end financials for Trustees/Pastoral Staff.
- ⇒ Oversee payroll processing and changes necessary as it relates to staff compensation.
- ⇒ Maintain financial records using the organization systems in place

\*These duties/responsibilities are a trajectory of what we desire the candidate to perform over time, not from the outset.

## **Desired Skills/Abilities**

- ⇒ Must be a committed Christian with deep spiritual and moral convictions
- ⇒ Have well rounded training/experience in communications and administration
- ⇒ Highly organized and proactive individual who thrives in an environment of collaboration
- ⇒ Awareness/Willingness to learn church software such as Planning Center, Subsplash, and church design tools. Graphic Design experience is a plus but not required
- ⇒ Ability to lead, organize, and develop healthy communications with people within our church family.
- ⇒ Believe in and support the mission, vision, and leadership of Grace Chapel.
- ⇒ Works well with the pastoral staff and ministry directors to further enhance our cohesion as a team.
- ⇒ Attends Grace Chapel

\*Benefits are also available with this position.