

Job Description

Job Title: Communications and Programs Facilitator

Principal Functions:

Provide effective internal and external communications in support of Kern's ministries and mission. Also, work as a team member to assist staff with proofreading, collaborative event planning, and other administrative support as required. Promote and facilitate existing and new small group ministries. Facilitate connecting members and prospective members to participation in the ministries of the church.

Supervision:

The Communications and Programs Facilitator shall work under the supervision of the Senior Pastor.

Work Hours:

Communications and Programs Facilitator is a salaried, part-time position, with a flexible work schedule averaging 20 hours per week. The weekly hours consist of a combination of daytime office hours and as-needed participation in meetings, programs, and church events.

Salary: Negotiable, depending on education, skills, and experience.

Responsibilities:

General Communications Support

- Develop and disseminate announcements to promote ministry activities for participation, assistance, etc. via the church website, social media, e-mail, video screens, newsletter and/or bulletin.
- Weekly, provide volunteers who will make worship service announcements with a short list of high-priority announcements.
- Serve as a communicator to ensure that staff and ministry-area coordinators are aware of important information regarding their respective ministry areas and other general information regarding the church.
- Maintain and improve Kern's website content. Take responsibility for seeking site information from ministries and staff and updating the website so information is correct, current, and useful.
- Assist ministries by proofreading as requested, for example forms, revisions to policies, training materials (i.e., bulletins, nursery worker training, building use policy, permission slips).

Adult Education and Small Groups

- Promote small group opportunities via newsletter, articles, website, flyers, social media.
- Communicate with the congregation quarterly to solicit new ideas for classes, Bible studies, and other small groups and to identify willing teachers for classes.
- Communicate with the congregation to offer sign-up opportunities to teach and/or attend classes, Bible studies, and other small groups; provide names of interested students to willing teachers.

- Facilitate getting new small groups started by recruiting teachers; regularly recruit at least one teacher for a small group of interest to parents, to be scheduled at the same time as Wednesday youth and children's activities.
- Facilitate small groups, as needed, by assisting teachers with reserving meeting space and ordering books or other materials.
- Support Adult Sunday School classes, on request, by ordering resources and curriculum.

Ministry Participation Support:

- Track the attendance of ministry activities, small groups, first time visitors, and membership/visitor classes.
- Educate current members, prospective members and new members about the various ministry opportunities at Kern, using website, social media, video screens, e-mail, and print materials.
- Work with staff and ministry coordinators to plan and implement special church and/or community activities or events, as necessary.
- For program ministry and training events, assist with planning for and ordering supplies, as needed (pens, name badges, flip charts, etc.).
- Communicate as requested (announcements, brochures, articles) to solicit volunteers for Kern's ministries.
- Support the Nominations Committee, as requested, in their efforts to identify and contact volunteers to fill various adult leadership roles.
- Develop and update content for welcome packets and new member packets.

Other Responsibilities:

- Report ministry information to the Kern Church Council at regularly scheduled meetings.
- Support other ministries and programs, as set forth by the Senior Pastor.

Qualities, Skills, Knowledge, Education:

- Christian ministry-driven purpose
- Self-starter
- Effective interpersonal communication skills
- Strong writing and editorial skills with polished grammar, punctuation, spelling
- Proficient in software for word processing, page layout, graphic design (including Photoshop, Illustrator, or comparable programs)
- Experience with social media promotions using Facebook, Twitter, and other online social media.
- Experience with web editing in a Content Management System and experience with HTML/CSS (style sheet language)
- Friendly demeanor suitable for serving as a recruiter and team builder for promoting congregational and community participation in ministries
- Work experience demonstrating administrative and organizational skills