



Journey Fellowship

Our Mission: *To equip and inspire God’s people to become more like Christ so they are growing, full of His love, and doing His work.*

Our Values: Scriptural Missional Authentic Relational Transformational

Job Title:	Administration and Communications Coordinator	Status:	Part-Time (29 Hours)
Department:	Administration / Communications	FLSA:	Exempt
Reports to:	Executive Pastor	Job Class:	Professional
Direct Reports:	None	Minister Designation:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Monday through Thursday	Driving:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

I. Job Summary: Execute the administrative elements of the church office, church events, church classes and care, church groups and communications. Provide support of Journey Fellowship Ministry Plan initiatives through design and publication of weekend bulletins, social media, web site, App, and email publications. Develop, design, organize, implement, and analyze the activities associated with all external and internal communications.

II. Primary Duties and Responsibilities:

ADMINISTRATION

1. Receive office visitors, phone calls, and general emails.
2. Follow up communication with visitors, new members, and new volunteers.
3. Provide administration events and registrations to support Adult Ministries (Men’s, Women’s, Marriage) and churchwide events.
4. Attend team, organizational, and design planning meetings and events as required.
5. Capture and dispatch care needs such as newborn children, hospital visits, deaths, and other situations/crises needing a response to appropriate elders, staff, or ministries.
6. Employ strong project management skills and juggle multiple tasks simultaneously, consistently delivering high-quality results.
7. Manage miscellaneous office tasks as required.

COMMUNICATION

1. Direct, manage, troubleshoot, maintain and support the church management platform (Subsplash) to manage digital operations and engage the congregation, including check-in links for ministries and training the Journey Fellowship staff.
2. Design, layout, and print content for Journey Fellowship weekend bulletin, handouts, sermon outline notes, online platforms, and additional primary ministry content as needed.
3. Coordinate and edit visual elements, to include photography and videography needs.
4. Create new website and app pages, review and maintain current ministry web pages, and troubleshoot mobile applications through drag-and-drop web builder (Subsplash).
5. Post regularly on the church’s Facebook, Instagram, and other social media resources.

6. Maintain online communication services such as Mail Chimp, Gloop, and other services.
7. Ensure all primary church communication and logo use adheres to the style guide.
8. Assist lay leaders in promotion for seasonal events and Grow classes.
9. Support and equip Community Group lay leaders through seasonal planning and selection of subject matter that is relevant to members.
10. Other duties and responsibilities as assigned.

III. Minimum Qualifications:

1. Two (2) year degree from an accredited college or university in Graphic Design, Fine Arts, Communications, Public Relations or related field.
2. Two (2) years of experience in graphic design, social media, production, Communications industry or related field.

IV. Knowledge and Abilities

1. Knowledge of design principles.
2. Knowledge of social media.
3. Knowledge of Microsoft Office applications such as Word, PowerPoint, and Publisher.
4. Knowledge of Adobe software such as Adobe CS | Illustrator, Photoshop, and ProPresenter.
5. Knowledge of English grammar and vocabulary.
6. Knowledge of advertising, media, and communications standards for non-profit organizations.
7. Ability to write, compose, edit, and proofread literary material.
8. Ability to use computer and associated software applications.
9. Ability to work independently with limited supervision.
10. Ability to communicate clearly and effectively through both verbal and written means.
11. Ability to establish and maintain effective working relationships with ministry staff and volunteers.
12. Ability to execute and deliver projects at a high-quality level, on time, under pressure, with diplomacy and a great attitude.

13. Physical Requirements and Working Conditions

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

V. Journey Fellowship Staff Expectations

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with Journey Fellowship mission, vision and strategy.
4. Actively engaged in the Journey Fellowship mission to be Christ in your own neighborhood.
5. Attend Journey Fellowship New members class and become a Journey Fellowship member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.