

Communications Manager

Mission, Vision, and Values of Calvary Chapel Oceanside

Calvary Chapel Oceanside (CCO) exists to love God, love people, and make disciples of Jesus Christ. We are intentionally growing a community of people who are following Jesus, being changed daily by Jesus, and who are committed to the mission of Jesus – to make disciples everywhere. That’s our mission and what we are always striving to do in every area.

About This Role

The Communications Manager offers administrative and operational support to the Communications Team. This essential role ensures smooth communication workflows, manages schedules, coordinates communication activities with ministries at CCO, and cultivates strong working relationships with ministry leaders, staff, volunteers, and external creative partners. The ideal candidate should be organized, detail-oriented, and have excellent communication skills.

You will report to and meet regularly with the Director of Communications for support and accountability.

Qualifications

- A genuine personal relationship with Christ and a dedication to living out and promoting disciple-making.
- Consistently embodies and exemplifies CCO staff core values in all actions and interactions.
- Proven experience demonstrating the ability and skills in marketing, writing, and communications. Experience in graphic design is a plus.
- Strong organizational skills and excellent interpersonal and communication skills, both written and verbal, to work well with others.
- Competency in utilizing modern technology and digital platforms to engage all at CCO and those looking to attend. Experience with Planning Center, Subsplash, Microsoft Office, Adobe Suite is a plus.
- Primarily midweek hours, with flexibility to work evenings and weekends as needed for ministry events. Weekend availability is generally required only for major events, approximately 3-6 times per year.

Primary Responsibilities and Tasks

1. Communication Coordination:
 - a. Collaborate with pastors, ministry directors, and leaders to coordinate and promote events and initiatives through various ministry communication channels.
 - b. Coordinate the creation, development, and distribution of digital and printed materials that align with CCO's mission and vision.
 - c. Process communication requests and revisions, ensuring accuracy and timely execution.
 - d. Manage relationships with contracted graphic designers and other external creative partners, ensuring projects are communicated clearly, completed on schedule, and aligned with ministry objectives and brand standards.
 - e. Support the Communications Director in the execution of Subsplash publishing, communication, and engagement campaigns to help connect and inform the church body.
2. Scheduling:
 - a. Support the Communications and Production Team by managing scheduling requests, including video announcements, table displays, bulletin inserts, AV support, church calendar coordination, and other communication-related needs.
 - b. Coordinate weekend emcee scheduling and communicate with ministry leaders regarding announcement submissions and scheduling, including both live and video announcements.
 - c. Maintain and organize Planning Center workflows, ensuring all documents and communications projects are systematically stored and updated.
3. Digital Platform Support:
 - a. Upload finalized design assets for ministry events, classes, and other church related activities to Planning Center
 - b. Support the Creative Content Manager in maintaining and updating the in-house digital display carousel as needed to ensure ministry information is communicated accurately and effectively.
4. Event Marketing:
 - a. Support the Communications Director in coordinating marketing efforts for special events, including holiday services, church-wide gatherings, and ministry events.
 - b. Assist in the execution of special projects and initiatives as assigned by the Communications Director.

5. Correspondence & Administrative Support:

- Manage incoming emails and calls for the Communications Team, ensuring inquiries are directed to the appropriate individuals or ministries.
- Participate in mandatory monthly staff meetings on the 1st Wednesdays of the month (date subject to change).

Strengths & Skillsets

- Passionate about bringing God's people close to His heart in and through disciple-making practices Jesus modeled.
- A good team player and team builder with experience in leading, motivating, and encouraging others.
- Able to remain calm, organized, and effective in high-pressure environments while managing competing priorities and tight turnaround times.
- Able to maintain confidentiality and discretion.
- Exceptional relationship-building skills with the ability to establish trust and collaborate effectively with staff, ministry leaders, volunteers, vendors, and external partners.
- Thrives in fast-paced, high-pressure environments with the ability to manage multiple priorities, adapt quickly to changing needs, and execute projects within tight deadlines.
- Able to set realistic goals and targets and be able to set a pace of work that is sustainable in the long term.

Your Team

This position reports to the Communications Director under the vision and direction of the Executive Pastor of Operations. This position relates to the "Support Team" and may or may not include oversight of paid support staff. You will participate in weekly, monthly, quarterly, and annual CCO Staff meetings.

Personal Responsibilities

While not specifically related to the job, here are some personal responsibilities of everyone on staff at CCO:

- Maintain God-ordained priorities in your life by putting Jesus first, your spouse second, your children third, and the ministry fourth.
- Be consistently loyal and unified with the vision cast by the leadership of CCO.
- Demonstrate a Christ-like attitude through all interactions with the congregation, volunteers, and staff.

- Build authentic relationships with those far from God, reflecting Christ in our community.
- Consistently engage in Disciple-Making Groups of CCO.
- Conduct life with the utmost integrity in all situations.

Your Schedule

- Part-time (25 hours per week), primarily Monday through Friday.
- Work hours will be coordinated with the Communications Director based on ministry needs and communication priorities.
- Occasional evening or weekend support may be required for Tier 1 events, special services, and major church-wide initiatives.
- Weekend involvement is expected on an as-needed basis and is not considered a regular part of the weekly schedule.