

Communication/Office Team Lead



Job Summary

The Communication/Office Team Lead serves the mission of God and of Calvary Church by recruiting, training, overseeing, and coordinating volunteers who provide quality communication to the congregation, a warm and caring presence and assistance to those who visit the office, and support for the administrative functions of the church. The Communication/Office Team Lead supports the clergy and lay staff by their presence at staff and other meetings to keep abreast of needs for communication and administrative support. The Communication/Office Team Lead must be a follower of Christ and have a living faith, and be able to inspire others to a life of discipleship and mission.

Duties and Responsibilities

- Recruits, trains, deploys, and supports three distinct volunteer teams:
 - The Weekday Welcome Team provides a warm, caring presence, and assists;
 - those seeking food and financial assistance, and
 - Calvary members and other visitors
 - they also answer the office phone with our phone etiquette and functions
 - The Communications Team;
 - develops and maintains effective communication in a changing culture and circumstance, including
 - smartphone app maintenance
 - website maintenance
 - use of MyCalvary or other electronic communication
 - follows Calvary's style guide and ensures appropriate editing/proofing
 - The Administration Team
 - performs administrative tasks and processes for the smooth functioning of the church office
 - provides administrative support for the Calvary staff
- Bulletin Production
 - Oversee volunteer production of quality bulletins and slideshows for weekend worship, including proofing and printing
 - Produce bulletins for special occasions (weddings, funerals, etc)
- Office Support
 - Monitor the office email account and voicemail messages; forward to staff as needed
 - Proactively seek to move administrative functions to simple, repeatable, and automated tasks volunteers can oversee
 - Along with the Executive Pastor, coordinate facility use for non-wedding/paid outside group use
- Develop and utilize a related ministry budget
- Participate in staff meetings, staff prayer, staff development, and team-building

Supervises: Volunteer Teams

Supervisor: Executive Pastor

Conditions and Compensation

- Half-time position (20 hrs/wk)
- Compensation starts at \$30,000-\$35,000 per year, depending on experience
- 6-month reviewable trial period
- Professional Expenses and benefits per Calvary Employee Manual