

# Position Description

Mountain Christian Church

## Communications Manager

### Purpose of Mountain Christian Church

To make disciples, more and better disciples

### Goal for Mountain Staff

To have a team that is good at what they do, loves what they do, and loves the people they're doing it with.

### Purpose of the role

The Communication Manager's purpose is to move ideas and projects through a system of execution to reach desired ministry outcomes and goals in a timely manner.

### Principle Function

The Communications Manager plays a key role in driving alignment and excellence across all ministry communications efforts. Partnering with ministry managers and the Ministry Resource Team, this role coordinates projects, manages timelines, and ensures high-quality execution of graphic, print, and communication deliverables. Responsibilities include assigning and completing print production tasks, serving as the primary print buyer, and overseeing the development and distribution of weekly service materials and communication media.

This position is a full-time position that works 40 hours per week and is classified as an exempt position.

### Role Level

**Team Member** (a person who leads themselves and potentially volunteers)

### Role Association

**Ministry Support Team**, serving broadly in support of all campuses.

### Competencies

All Team Members should be able to:

- **Communicate well.** Communicate well in both writing and speech across multiple organizational levels.
- **Use technology effectively.** Use core technology systems and programs used by the church (including but not limited to Microsoft Office).
- **Execute ministry.** Perform the most basic forms of ministry within your ministry context/area.
- **Manage work effectively.** This person must be able to make steady progress on long-term goals while simultaneously managing various short-term concerns. Must effectively manage the tensions between "urgent" & "important," tasks & relationships.

As a leader of volunteers, this person should be able to:

- **Develop people.** This person must create an environment of high invitation and high challenge where those under their leadership are supported, valued, equipped, and called forward in their discipleship journey and vocation.
- **Build teams.** Invite, assimilate, equip, edify, and transition people into meaningful ministry roles. This requires the ability to delegate.
- **Lead from here to there.** This person must be able to see a vision of where the team needs to go, assess the reality of the current situation, and make and execute a plan to get from where we are now to where we want to be. This requires problem solving, creativity, strategic thinking, managing change, risk-taking, care for people, and wisdom.

- **Identify & communicate ministry-specific values/vision/processes/systems.** The leader must establish direction and goals for their specific ministry and create the structures that help support the vision and its execution. This requires critical thinking across micro and macro levels of the ministry to create processes to make ministry happen.
- **Evaluate & improve.** Evaluate all aspects of ministry, systems and staff and give edifying feedback that leads toward improvement. This includes conducting staff performance evaluations.
- **Deal with conflict & lead through tension.** This person must have a keen sense for when something is “off” or “smells funky” and be willing to engage. They should have a knack for diffusing tension, helping people refocus on what matters, and building unity amidst a diversity of people. This person must protect the mission from conflict and tension that sap energy and distract from the main thing.
- **Manage ministry budget & allocate resources.** Manage and allocate financial and human resources within boundaries.
- **Stay organized.** This is a multi-faceted position that demands multi-tasking. This person must be able to prioritize and manage time and resources well.

The following competencies are specific to this role:

- **Adobe Creative Suite.** Familiarity with Adobe Creative Suite (particularly InDesign, Illustrator, and Photoshop) is an advantage for this role. While prior experience is preferred, it is not required; an ability and willingness to learn these tools will be highly valued.
- **Print Production Knowledge.** This position will require knowledge of print buying and print production. Would have the ability to review digital proofs.
- **Management of Systems.** This person will have an ability to manage request systems. In particular, Monday.com and develop a familiarity with Mountain’s project management process.

## Responsibilities

As a leader of volunteers, this person is responsible for:

- Excellent communication with their team members, casting vision, clarifying expectations, measuring progress, cultivating culture, setting and accomplishing goals, maintaining alignment with the mission and values, and developing the people in their area.

More specifically, this person's responsibilities are as follows:

- Serve as a Ministry Liaison in an effort to partner with Ministry Areas to best support and resource ministries well by gathering and assigning executable tasks in pursuit of communications goals and honoring deadlines.
- Work in partnership with internal and external creative, media and planning team members, including regular communication with graphic design contractors to ensure alignment and quality of deliverables.
- Work in collaboration with other team members to move completed designs into the production phase working with print brokers/vendors and providing files and assets for vendors. This includes bidding for outsourced print jobs to secure competitive pricing, and moving purchasing requests forward.
  - Update and maintain orders for templated files like business cards, name badges, wayfinding signage as well as maintaining stock of corporate stationary.
- Manage the archival and file management processes to keep past projects and associated assets organized for future use.
- Participate in discussions and planning meetings regarding overview of current and future large multi-team projects and initiatives.
- Support the broader team to develop a strategy to recruit and keep creative volunteers.
- Help make initial connections with the appropriate team members to prospective volunteers who make themselves known as interested in serving.
- Fulfilling other responsibilities and tasks as assigned.

## Hours/Compensation/Benefits

- Salary: \$50,000-55,000 depending on experience
- Excellent benefits package including 5 weeks paid time off and 10 paid holidays.
- Eligible for medical, vision, and dental benefits (single, husband/wife, employee/child, and family) starting the first day of the following month after date of hire
- 403B plan with employer match after 4 years
- Option to contribute to the employer's 403B plan
- Paid basic life, AD&D, and long-term disability insurance
- Option to purchase additional life and AD&D insurance

## Contact

Please submit resume to [jobs@mountaincc.org](mailto:jobs@mountaincc.org).