



Leadership Position Description

POSITION TITLE: Communications Associate
FT Hourly, Sunday-Thursday (30 hrs/wk – Flex schedule)

REPORTS TO: Communications Director

RELATES TO: All Pastors

DATE: October 2020

MISSION STATEMENT:

As people who have come to know Jesus as Savior and Lord, we, the people of Lake Church, desire to know Him more fully, and make Him known to our world.

PURPOSE:

To Glorify God and Pursue People.

LAKE CHURCH HILLS...

1. **Pray**
2. **Discipleship**
3. **Hospitality**
4. **Transform**
5. **Multiply**

JOB FUNCTION:

Will serve the work of the church by assisting and, at times, leading in project management, digital (streaming, social media, email, etc...) brand presence, video shooting/editing & print media needs. Through these skillsets, the associate will serve the ministries throughout the week and on Sunday mornings. This position will have an emphasis on digital media & communication.

KNOWLEDGE AND EXPERIENCE REQUIRED:

- Bachelor's Degree
- Ability to prioritize workload and complete work in a timely manner
- Ability to work additional hours as needed to complete tasks
- Must have applied knowledge of digital branding & presence
- Must have applied knowledge of back end streaming (preferably for worship services)
- Excellent organizational communication skills
- Must be a self-initiated problem solver
- Basic technology support is a plus.
- Passionate about creating a strong digital presence
- Experience with social media apps/brand presence
- Strong written and verbal communication
- Ability to manage multiple projects in an always changing environment
- Problem solver
- Preferred Qualifications
 - Bilingual in Spanish/English
 - Experience with video shooting/editing
 - Experience with tech/av
- A willingness to grow and adapt to the inevitable changes found in a growing local church.

MAJOR RESPONSIBILITIES:

- Support Weekly Ministry Needs
- Support Sunday service, both physical and streaming
- Work closely with Communications Director to
 - a. Support ministries & Pastors with various graphic & printing needs:
 - b. Collaborate with ministers when necessary to provide layout designs for books, and other printed and digital collateral.
 - c. Design sermon series graphics
 - d. Compile weekly digital bulletin & email information, (and additional collateral) coordinate proofing and deliver as scheduled
 - e. Obtain printing and production costs for outside vendors when their services are needed.
 - f. And similar duties...
- Help troubleshoot any technological issues that staff may have
- Assist with internal & external communications as directed by the Communications Director
- Flexible schedule as determined by the Communications Director
- Other duties as assigned

BASIC PERSONAL RESPONSIBILITIES:

- a. Maintain church membership with Lake Church.
- b. Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer and meditation.
- c. Maintain proper priorities in your home and be a spiritual influence on your spouse and children, if married.
- d. Develop personal evangelism opportunities within and outside the church.
- e. Financially support the work of ministries of Lake Church by faithfully giving at least 10% of your gross income as a tithe offering. Maintain wise stewardship measures over the remaining 90%.

LIMITS OF AUTHORITY:

Within certain parameters, as permitted by your supervisor.