

Job Description

Position Title	Communications Specialist - Full-time
Purpose of Position	<p>The purpose of this position is to support the vital function of communications and marketing at Grace Chapel. Working directly with the Director of Communications, as well as pastors and staff, the Communications Specialist will collaborate in cross campus communication projects with campus Pastors, Ministry Team Coordinators, and other staff.</p>
Candidate Attributes	<p>To be effective in this role, a successful candidate for this position will be a growing Christ-follower who possesses many of the following core gifts and passions:</p> <ol style="list-style-type: none">1. Skillful Communicator: Able to work with ministry leaders to develop compelling vehicles for delivering content to the congregation, visitors, and community. Strong written and interpersonal communication skills.2. Graphic Design: A great eye for design and layout and an ability to reinforce our messages through graphics, images and brand identity.3. Strong writing, editing, proofreading, and verbal communication skills. Ability to write strong content that aligns with the Grace Chapel brand.4. Team-Oriented: A gifted and energetic collaborator who can engage with staff and volunteers through the planning and execution phases of communication projects. Strong interpersonal and teamwork skills.5. Organizational skills: Strong organizational and project management skills; highly pro-active and comfortable managing multiple projects and deadlines. Ability to maintain high productivity amidst competing priorities and tight deadlines.6. Computer Skills: Strong computer skills with proficiency in MS Office applications, Adobe Creative Suite (Photoshop, InDesign, Illustrator), and website content management tools. Ability to quickly learn new tools, platforms, and systems.7. Experience with e-mail and social media marketing.8. Use of independent judgment and initiative to resolve problems and make recommendations, consulting with supervisor as appropriate.9. Basic photography experience a plus. <p><i>Note: This job description is focused on actual work. The spiritual health and vitality of the individual is essential to any position at Grace Chapel. A plan to maintain and insure that spiritual health will be part of each individual ministry plan, including regular worship participation.</i></p>

**Ministry
Responsibilities**

1. Manage the design and production of printed marketing materials, including visitor welcome packets, Sunday bulletins, ministry info cards, event info cards, etc.
2. Write/edit/publish written content for regular, weekly communication channels, including but not limited to: weekly e-newsletter, in-service announcements and offering moments, app, website, Sunday bulletin, welcome center materials, etc.
3. Manage social media accounts. (Facebook, Twitter, Instagram, Google+, etc.)
4. Provide staff support for various communications-related projects and questions.
5. Assist the Director of Communications in communication-related projects.
6. Photograph major events.

**Submission
Process**

If after prayerful consideration you would like to be considered for this position, then we invite you to join in the application process. We have intentionally kept the requested submission brief to allow well-qualified people to participate easily.

Please submit the following items in electronic format only to resumes@grace.org (no phone calls please):

1. A cover letter briefly describing your faith background and the reason for your interest in this particular position
2. Your current resume

You will receive an email confirming our receipt of your submission.
