

OAKHILLS C H U R C H

The Alamo Ranch Campus upon successfully launching to independence will be renamed Outer West Community Church. In anticipation, job descriptions will reflect the Mission, Vision, and Values of the Outer West Community Church.

Our Mission: *We exist to draw people closer to Jesus Christ and each other.*

Our Vision: *“We are a diverse Christ-Centered Family who loves people, enables life changes, and serve the community both here and beyond.”*

Our Values: *God First: We see God’s purpose through prayer and scripture
Community: We live in compassionate community where everyone belongs
Diversity: We embrace diversity and unity found within the Body of Christ
Service: We passionately serve our church, our city, and beyond
All-In: We are all-in this together*

Job Title:	Communications & Worship Coordinator	Status:	Full-Time
Department:	Communication Arts	FLSA:	Exempt
Reports to:	Worship Arts Pastor	Job Class:	Professional
Direct Reports:	None	Minister Designation:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Sunday - Thursday	Driving:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

I. Job Summary: This position is responsible for coordinating the promotion of programs, services, and events for Outer West Community Church (OWCC). In addition, oversees and manages the display and distribution of communication across all church platforms.

II. Primary Duties and Responsibilities:

1. Lives out our mission, vision, and values.
2. Embraces our staff, partnership, and leadership covenants.
3. Collaborates with pastoral and program staff to develop and integrate church-wide strategy for communicating the church’s vision, programs and activities to the congregation and the external community.
4. Partners with freelance contractors/volunteers on outsourced communication arts projects.
5. Coordinates and implements all weekend communications to include video announcements, pre-roll graphics, and live announcement graphics.
6. Outsources and oversees the development of all electronic, print, digital and social media content.
7. Maintains branding standards in all print and electronic communications to reflect ministry areas.
8. Ensures websites and other electronic media is secure and updated. Oversees content updates and consistency with branding guidelines.
9. Posts weekly sermons online.
10. Edits and trims videos.
11. Provides daily maintenance for all communication platforms.
12. Oversees the development of banners, posters, and business cards for ministry staff.
13. Keeps abreast of communication trends to integrate new models of communication into the church’s program.
14. Trains and integrates communication arts volunteers.
15. Administrative duties: Processes and schedules worship volunteers; monitors supplies and expenses.
16. Attends appropriate staff and departments meetings.
17. Other duties as assigned by supervisor.

Communication Arts Coordinator *(continued)*

III. **Minimum Qualifications:**

1. Bachelor's Degree from an accredited college or university. Preferably in communications, marketing, or related field.
2. Two (2) years of experience in marketing, communications, creative arts, or graphic design. Experience in a church or non-profit preferred.
3. Experience can be substituted for education.
4. Current Texas driver's license (Incumbents with out-of-state license must attain Texas license within six (6) months of employment).

IV. **Knowledge and Abilities:**

1. Knowledge of Planning Center Online, Mac, PC, Office, and Google applications and equipment.
2. Knowledge of Adobe Creative Suite, and/or other current design mediums.
3. Knowledge of branding and streaming to various social medial platforms.
4. Knowledge of fair usage and copyright laws.
5. Knowledge of mass communication strategies.
6. Knowledge of principals of supervision and training volunteers.
7. Knowledge of computer office applications and equipment.
8. Knowledge of English grammar and vocabulary.
9. Ability to work independently with limited supervision.
10. Ability to be empathetic and gracious in all interactions.
11. Ability to display relational and emotional intelligence that builds trusted credibility.
12. Ability to write, compose, edit, and proofread.
13. Ability to be resourceful in creating communication deliverables.
14. Ability to coordinate serval tasks and projects as once.
15. Ability to be technologically fluent in social media platforms.
16. Ability to communicate clearly and effectively through both verbal and written means.
17. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
18. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

V. **Physical Requirements and Working Conditions:**

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

VI. **Staff Expectations:**

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with our mission, vision, and strategy.
4. Actively engaged in our mission to be Christ where you work, life and play.
5. Attend and become a member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

CREATED: September 2020