



COMMUNICATIONS AND OFFICE MANAGER

JOB DESCRIPTION

General Statement

This position is vital to the effectiveness of the ministry of the Christian Church (Disciples of Christ) in Nebraska and it is important that the Communications and Office Manager shares the values and supports the ministry and purposes of the Christian Church in Nebraska. The person in this position will work closely with and assist in the effective ministry of the Regional Minister.

This is a new position at the Christian Church In Nebraska whose focus will be on enhancing and strengthening the Regional Church's relationships with our Local Churches throughout Nebraska via communications and data management. This position will be responsible for upgrading and enhancing the Regional Church's electronic and print communications, use of social media platforms, and data management. This position will also be responsible for Office Management including administrative responsibilities.

Compensation: \$16.50 to \$20.00 per hour

Benefits: Per Personnel Policies, to include vacation and sick leave accrued each month, access to Pension Fund, and Paid Holidays.

Work Hours: 20 Hours Per Week (Negotiated, but standard/agreed upon weekly hours)

Supervisor: Regional Minister

Office Location: Virtual (Your Home)

Office Equipment: Computer, Printer/Copier/Scanner provided. Other Office Supplies also provided.

Physical Work Requirements: The individual who holds this position must have the ability to transmit information in both verbal and written English and have sufficient hearing and speech to clearly communicate in person and on the phone. Specific vision requirements include close and peripheral vision and depth perception.

Education Requirements: Associate Degree or equivalent work experience, with focus on office management and communications.

Skills for Communications and Office Manager:

- To have or develop an understanding of the structures and purpose of the Christian Church (Disciples of Christ) in general and the Christian Church in Nebraska;
 - Make decisions consistent with the purpose and vision of the Regional Church;

- ❑ To keep in strictest confidence all sensitive information and to refrain from sharing other information with others;
- ❑ To be able to function effectively without direct supervision during the absence of the Regional Minister who travels to congregations in various parts of Nebraska and who is often attending meetings outside of the regional office.
- ❑ Demonstrated ability to manage multiple projects;
- ❑ Proficiency with Office Suite (including Word, Excel, PowerPoint);
- ❑ Proficiency with printers/copiers/scanners;
- ❑ Proficiency with integrated marketing with print and electronic media, including mailings, Emails, Web Sites, and Social Media;
- ❑ Ability to learn and quickly integrate new programs and software;
 - ❑ Proficiency with layout and graphic design using software (e.g., Adobe Illustrator, Photoshop, Canva, Corel);
 - ❑ Proficiency with Email Marketing (e.g., Mail Chimp, Constant Contact);
 - ❑ Proficiency with designing, developing, and maintaining web sites (e.g., WordPress, Wix, GoDaddy);
- ❑ Proficiency with database management, and willingness to learn how to master Suran Systems' CDM+ database (including database management of members, Event Registration, and Search and Call System);
- ❑ Process Invoices and Deposits weekly, and maintain needed records, while interfacing with Treasury Services who manages our bookkeeping and financial management;
- ❑ Support recent efforts to transition to a cloud-based filing system using OneDrive;
- ❑ Travel may be necessary, for Assemblies, educational events, or other meetings;
- ❑ To communicate effectively in person, by phone, by email and by written communication.

Areas of Responsibility:

- A. **Communications** - a person who thinks strategically about and has experience interweaving electronic (e.g., Constant Contact or MailChimp) and print newsletters, web site (including helping us to upgrade our web platform), and social media (e.g., Facebook, Twitter):
1. Maintain/Update Regional Church web site, including regularly updating the home page, calendar and events, ALEX page, Regional and General Assembly pages, and other resource pages as requested, including a means for people to Subscribe and communicate with Regional Church staff;
 2. Publish, distribute, and post semi-monthly E-Update by gathering information from various sources (e.g., Regional Minister, General Church Ministries, Local Churches);
 3. Publish, distribute, and post electronic communications as needed;
 4. Post articles and highlights to Facebook on a daily/weekly basis from E-Update articles, as well as other sources;
 5. Develop and implement, in partnership with the Planning Group and Regional Minister, a communications strategy for the bi-annual Regional Assemblies including promotion/marketing; design, printing, and distribution of Program Booklet; and
 6. Develop/Design promotional materials (i.e., print and electronic collateral) for Regional Church events and activities, and distribute as agreed upon by Regional Minister, Regional Church staff, and/or relevant committee/commission and/or Board.
- B. **Database Management** – efficiently utilize our current database (known as CDM+ by Suran) to help us with: Annual Ministerial Standing, gathering and updating Individual Records (e.g., ministers, leadership of churches), manage email distribution groups and mailing lists, and Event Registration

(e.g., Regional Assembly, Clergy Retreat/Convocation); and interface with Disciples Yearbook/ALEX system:

1. Maintain electronic contact database in CDM+ (e.g., individual members, ministers, donors, board and committee members, fellowship groups, event participants);
2. Distribute Request for Ministerial Standing Forms; receive, review, and process forms in partnership with the Regional Minister; track submissions on Spreadsheet; enter changes in ministerial status in both CDM+ and the on-line system of the General Church; send Email/Mail letters/cards granting or denying Standing;
3. Provide support to the Regional Assembly Planning Group in preparing for each assembly including maintaining records of meetings, support for local logistics, Event Registration both on-line and by mail (from beginning to end including the day of), and maintaining lists of Voting Delegates, Alternates, and Guests;
4. Obtain, review, and process Yearbook forms/ALEX submissions, in partnership with the General Church and each Local Church; and
5. Prepare lists as needed for mailings (e.g., Annual Fund, newsletter), and Emails.

C. Office Management –

1. Develop and maintain Office Management Playbook (e.g., Passwords list, CDM+ training materials, Regional Assembly, event planning and registration);
2. Maintain and update Regional Church's annual calendar, as well as the monthly calendar on Regional Church's Google Calendar;
3. Provide support to Regional Assembly, Regional Board, and Regional Minister as requested;
4. Provide support for Cotner College Commission for education events including registration, scholarships, record-keeping, certificates of completion, enrollment and attendance/withdrawal;
5. Process Invoices and Deposits on a regular schedule (e.g., weekly) for review and approval by Regional Minister, and submit to Treasury Services;
6. Maintain the Regional Church's Insurance Binder notebook;
7. Communicate as needed with Treasury Services to learn, correct, and/or improve processes; and
8. Prepare Mail Merge Excel Spreadsheet for all deposits for Acknowledgment Letters.

Submit cover letter and resume to: Rev. Chris Morton, Regional Minister – Christian Church In Nebraska – PO Box 6337, Lincoln NE 68506. **Deadline: September 15, 2021** or until position filled.