

**Title: Communication and Events Specialist**

**Hours:** 32 hours/week

**Requirements:**

1. **Spiritual:** A profession of faith and a lifestyle consistent with biblical principles. Agreement with Living Hope's Statement of Faith. Evident spiritual maturity and a growing relationship with Jesus Christ. Demonstrates a heart for ministry and servant leadership.
2. **Personal:** Warm, approachable, and professional demeanor. Strong interpersonal and verbal communication skills. Team player who is dependable, adaptable, and gracious. Willingness to work occasional evenings/weekends as ministry needs arise. Embodies grace and truth in relationships with staff, congregation, and community.
3. **Professional:** Post-secondary education in Communications/Marketing or a related field (preferred). 2+ years of experience in communication, administration, or ministry support. Strong organizational skills and attention to detail. Experience with or willingness to learn church platforms such as Subsplash. Proficient with email/newsletter tools, Canva (or similar design software), basic website CMS, and social media platforms. Experience in calendar, event, or facility coordination is a plus.

**Relationships:**

1. Reports directly to the Office Manager
2. Collaborates with all pastoral staff, directors, ministry leaders, support staff and volunteers

**Position Summary:**

The Communications and Events Specialist plays a key role in advancing the mission of Living Hope by ensuring clear, consistent, and Christ-centered communication across all platforms. This position also provides logistical and administrative support for church-wide and seasonal events. This role partners with ministry leaders, manages the church calendar and facility scheduling, oversees digital communication systems, and leads the planning and promotion of major events. The ideal candidate is highly organized, detail-oriented, relational, and passionate about supporting ministry through behind-the-scenes excellence that allows ministry to thrive

**Key Responsibilities:**

**Communication & Promotion**

- Lead all internal and external church communications, including emails, text messaging, digital newsletters, bulletins, and updates to the website/app and social media.
- Maintain consistent, mission-aligned messaging across all communication platforms.
- Manage a church-wide communications calendar and ensure timely promotion of events and initiatives.
- Collaborate with ministry staff to develop engaging digital and print content (graphics, flyers, social media posts, annual reports, etc.).
- Draft or edit key communications (e.g., announcements, event descriptions, updates) as needed.

### **Event Planning & Logistics**

- Coordinate and support the planning, promotion, and execution of church-wide and seasonal events (e.g., Congregational Meetings, Ballpark Service, VBS, Fall Kickoff, Christmas Tea, Church Conferences) and special events (funerals/memorial services and weddings) per guidelines.
- Work closely with ministry leaders to clarify event objectives, timelines, and logistical needs.
- Develop and manage event timelines, task lists, volunteer assignments, and supply needs.
- Oversee and communicate facility logistics such as setup, signage, and hospitality.
- Ensure smooth execution and follow-through for events, including setup, cleanup, and post-event evaluation.
- Serve on-site during major events to provide coordination and troubleshoot any issues in real time.

### **Calendar & Facility Scheduling**

- Maintain and oversee master church calendar, including ministry events, building usage, and staff scheduling.
- Serve as the main point of contact for all internal and external facility use requests.
- Ensure event and facility scheduling align with church priorities and policies.
- Communicate event logistics (room setup, tech needs, timing) with appropriate staff and volunteers.
- Resolve scheduling conflicts and provide clarity to support ministry planning.

### **Administrative & Systems Support**

- Manage the church's Subsplash platform, including people data, groups, events, registrations, and giving tools and church directory.
- Ensure accurate data entry and maintain database integrity for effective ministry tracking and reporting.
- Regularly update digital forms, web/app content, and event registrations
- Provide technical and administrative support to staff and ministry leaders for communication tools and processes.
- Assist in documenting and refining administrative workflows, templates, and communication processes.
- Support the Office Manager and Executive Director in special projects and day-to-day office operations as needed.

### **Work Schedule & Expectations**

- Approximately 32 hours per week; flexible hours available for personal or family needs.
- Occasional evening or weekend hours required for ministry events (with advance planning).
- Primarily office-based role; participation in Sunday or Wednesday services encouraged but not required.
- Maintains a joyful, Christ-centered service mindset in all tasks.

### **Staff Connections**

- Collaborates closely with all ministry leaders, pastoral staff, support staff, and volunteers.
- Participates in weekly support staff meetings and annual evaluations with the Office Manager and Executive Director of Church Operations.