

**Chapel Hill Church**  
**Communications & Administration Coordinator**  
**Job Description**

**Reports to:** Lead Pastor. Takes direction from Lead Pastor and Elder chair.

**Status:** 24 – 32 hours/week.

**Wages:** \$20-\$24 per hour depending on experience

**Chapel Hill Church** is a Converge North Central church in Eagan, Minnesota. Our mission is to guide people into a flourishing, contagious relationship with Jesus Christ. Our vision is to move this generation from culture to Kingdom. We value Growing in Christ, Living in Love, and Impacting the World.

## **RESPONSIBILITIES**

### **Communication (60%)**

1. Develop and plan communication strategies for Chapel Hill Church
  - o Suggest strategies for engagement through multiple platforms; print and eNewsletters, Sunday Programs, Website, Facebook & Instagram
2. Serve as an organizational brand manager; ensure that print/email communications, social media, website and all communications are consistent with Chapel Hill mission, vision and values
3. Work with Ministry Leads to develop strategic marketing to promote ministry events
4. Create graphics and images to promote activities
5. Post and manage content on websites; manage and create electronic newsletters
6. Attend events to collect photos and quotes for follow up communication

### **Event Support (20%)**

1. Manage the Planning Center Calendar and incoming event requests
2. Manage room reservations, set up and cleaning schedules for events
3. Schedule HVAC (Heat & A/C) weekly for all events
4. Provide security instruction for event event leaders
5. Process Invoices and track payments for facility rentals

### **Administration (20%)**

1. In coordination with Administrative Assistant:
  - o Maintain office and janitorial supplies
  - o Keep office areas clean and equipment in working condition
  - o Evaluate equipment needs and solicit proposals when new equipment is needed
  - o Answer phones and greet visitors
  - o Record minutes for all staff meetings and congregational meetings
  - o Coordinate with Facilities Manager on building maintenance needs

## **Other duties as assigned**

### **Qualifications:**

1. A passionate devotion to Jesus reflected in personal spiritual disciplines and maturity
2. Agreement with CHC Statement of Faith, Purpose, Mission, Vision and Values
3. Bachelors in Communications or equivalent experience preferred
4. Excellent written and verbal communication skills
5. Experience posting and managing content on websites and in electronic newsletter platforms
6. Experience with social media management; Facebook, Instagram
7. Work well independently

### **To Apply:**

Email resume: [applications@chapelhill.church](mailto:applications@chapelhill.church).

Mail Resume: Chapel Hill Church, Attn: Applications, 4888 Pilot Knob Road Eagan, MN 55122