

## **Job Description for Community Engagement Coordinator (CEC)**

Church of the Ascension is seeking a dedicated and gifted person to serve as our Community Engagement Coordinator (CEC). This will begin as a part-time position (18-20 hours weekly) with the possibility of growing into a full-time position after 12-18 months. Suitable candidates will have satisfactory skills in creative communication, resource management, and networking.

Church of the Ascension is a historic church in the City of Westminster with a commitment to be a blessing to the people of Carroll County and beyond. Our desire is to be a center for spiritual and social enrichment and transformation for all people. We wish to ensure that the many opportunities we offer such as free children's summer activities, the monthly breakfast buffet, the annual juried crafts and arts show, use of facilities for events, antiques and jewelry shop, our outreach programs, and most importantly our three distinct worship services, etc. are made known and available to as many people as possible.

### **CEC Duties and Responsibilities**

The Community Engagement Coordinator will play a leading role in coordinating the following areas:

#### **A. Creative Communications:**

- The CEC will apply creative communication tools to improve our engagement with our members and the community at large. Publishing a weekly e-news at the end of each week
- Updating and maintaining outside and inside bulletin boards.
- Publishing our monthly newsletter: (1) gathering information from committees, groups and other leaders within the Church; (2) sharing community events; (3) updating our members and friends concerning other noteworthy news, (4) and providing other information as required.
- Upload the Sunday service for the Holy Cross Hall, and other occasions as needed, onto our service monitors via Proclaim. Stay informed about changes to and ways in which Proclaim can better serve the Church. Perform updates to the computer in the Holy Cross Hall as needed.
- Effectively maintaining our existing electronic media platforms and creating new ones i.e. website, email, Facebook, twitter, Instagram, etc.
- Promoting and reporting our activities before and after they take place through professional quality posters, brochures, business cards, postcards, signage, photographs, videos, social media, local media sources including written publications, radio and television, and other media as needed.
- Editing and posting videos of our weekly sermons on you tube and other media platforms.

#### **B. Resource Management**

- The CEC will lead and coordinate our efforts to creatively use our human and capital assets to achieve our mission objectives.
- Promote the use of our facilities to generate income for ministry and maintenance of our facilities
- Promote our income generating activities such as the The 1844 Shoppe, Mistletoe Mart, Country Breakfast Buffet, and other programs as needed

- Serve as our primary volunteer coordinator
- Explore potential internship opportunities and prospects
- Explore and apply for grants to subsidize expenses of community projects such as the Children's Summer Program, and other programs as developed and needed

### **C. Networking/Partnerships**

The CEC will coordinate our efforts to network and build partnerships with:

- Groups that use our facilities to create a sense of ownership and mutual responsibility for their proper care and maintenance
- Local Churches and Non-Profits to work on common mission interests, particularly those that benefit the community (i.e. Children's Summer Program, Mistletoe Mart, etc.)

### **Qualifications:**

- A commitment to our mission to create opportunities for all people to connect, grow, and serve in the name of Christ
- Experience in creating and designing professional grade communication tools such as flyers, brochures, newsletters, etc.
- Experience with use of electronic communication tools such as websites, social media, videos, etc.
- Exemplary oral and written communication
- Good interpersonal skills
- Ability to adjust to new circumstances on short notice
- Ability to work with a team of staff and volunteers
- Ability to conceive and write project proposals and grant applications

### **Required Skills**

- Proficiency in computer software such as Word, PowerPoint, Excel, Publisher, etc.
- Proficiency in electronic communication and marketing tools such as websites, Facebook, Instagram, Snapchat, Survey Monkey, Constant Contact, etc.
- Proficiency in graphic design tools such as Photoshop, or similar design tools.
- Proficiency in basic video editing tools and presentation

### **Supervision**

- The CEC works collaboratively with the Parish Administrator
- The CEC reports to the Rector or his designated representative
- The CEC supervises volunteers as directed by Rector

### **Compensation**

- Compensation will be commensurate with experience.
- Part-time with no benefits
- Potential of becoming full-time with benefits after 12-18 months
- Salary Range is between \$12-\$16 per hour depending on experience.