

## Job Description

### Communications Associate

Reports to: Senior Director Communication & Church Development  
FLSA status: Salaried (exempt)  
Hours per week: 40 hours, Full-time  
Campus: Melbourne

This position develops and maintains clear communication, graphics and branding of Calvary Chapel Academy ensuring brand consistency to parents, administration and the church. This position also provides copywriting support for bulletin, ministry articles, advertisements and other various means of church communication and plays a key role in raising awareness of CCM's ministries and church wide initiatives for both internal and external audiences. Works with and supports the communications department by managing the software that tracks project productivity.

Win: Promote CCA to the church and community through various media forms  
Disciple: Engage within the school and church with biblical foundation and focus  
Send: Encourage parents and their children to share the CCA experience with others

#### Job Requirements:

- Culture – This is a critical component. As an employee, we expect you to conduct yourself in a manner that reinforces the core values and mission of Calvary Chapel

#### Calvary Chapel Academy

- Events/Communications Support
  - Communicate through all available ways to involve the congregation with all CCA events.
  - Manage communication for CCA events
  - Provide content for needed graphics i.e., flyers and brochures for various events
  - Prepare outgoing forms of communications to parents via newsletter, email, etc.
  - Establish consistent theme of communication across media (Web, digital signage, graphics & printed media) (*May the favor of the Lord our God rest on us; establish the work of our hands for us...Psalm 90.17*)
  - Communicate through all media sources how faith and learning soar at CCA
  - Create and maintain CCA communication guidelines as it relates to maintaining brand identity
  - Develop a marketing strategy to promote CCA to the community and the church
  - Must be flexible with hours to attend various CCA functions and events (*Therefore, my beloved, be steadfast, immovable, always excelling in the work of the Lord, because you know that in the Lord your labor is not in vain 1 Corinthians 15:58*)
  - Management of Spotlight Table
  - Schedules and attends offsite meetings (i.e. Palm Bay & Melbourne Chamber
  - Manage of advertising and the budget (*So if you have not been trustworthy in handling worldly wealth, who will trust you with true riches? Luke 16:11*)
  - Management of the Development budget
  - Responsible for Open House set-up (i.e. table placement, promo material)
  - Other duties as assigned by your supervisor (*For even the Son of Man did not come to be served, but to serve. Mark 10:45*)
- Web & Social Media
  - Ensure CCA website is updated with current content
  - Ensure CCA events, activities, sports, etc. are highlighted in Social Media

- Attend CCA functions for photos for web, keep web information relevant
- Energize the message of the value of CCA on the next generation (*Start children off on the way they should go and even when they are old they will not turn from it. Proverbs 22:6*)
- CCA Major Fundraiser
  - Support fundraiser through communications support
  - Attend and spotlight event before, after and during in Social Media (*Tell of His...wonderful deeds among all the peoples. Psalms 6:3*)

### **Copywriting and Communications Department**

- Work with CCM ministries to develop and produce clear and persuasive copy for special events, including event communication and promotion
- Write clear, compelling and strategic copy for internal and external audiences that support church and ministry initiatives and compelling calls-to-action
- Contribute new ideas and creative solutions through inspired copywriting/editing that supports the continual evolution of firm church communication channels
- Help ensure all communications maintain a high quality, feature a consistent tone and style, and support and reinforce the key messages and values of CCM
- Partner with graphic design to integrate visual and verbal messages
- Revise, edit and proofread content and check for spelling and grammar errors as needed
- Respond to feedback in a timely manner
- Research and keep abreast of current trends
- Manage multiple projects simultaneously and proactively reprioritizing when necessary
- Manage Trello and Basecamp boards for Communications and Graphics
- Event Coordinator for graduations
- Responsible for the CCM Monthly Newsletter
- Manage the agenda and minutes for Communications meetings
- Plan and schedule churchwide advertisements; Elevator and foyer tv's, women's bathroom signs and Pylons
- Write ups for events and non-events for church and school
- Organize Communication budgets
- Manage the preshow for all 3 campuses

### **Skills:**

- Effective written and verbal communication skills
- Outgoing, articulate and enjoys seeing students reached for Christ
- Sociable, can handle a crowd with ease
- Knowledge of general education practices a plus
- Ability to grow and learn in reaching parents, students and the local community for CCA
- Marketing experiences a plus but must be willing to continually grow in this area
- Investigative reporting for CCA-always looking for something new and relevant
- Computer skills
  - Proficient of Adobe Creative Suite software including Photoshop & Illustrator and InDesign
  - Effectively use Microsoft Office Suite Software including: Word, Excel, PowerPoint, and Publisher and Visio to develop communication materials including the school's annual report.
  - Know and effectively use Microsoft Outlook for email, calendars, tasks and contacts

### Other Qualifications:

- Calvary Chapel must be your home church and consider Pastor Mark your senior pastor
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved. Romans 10:9-10*)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23*)
- Be a reflection of God's love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35*)
- Mature, ongoing relationship with Christ and regularly attend church service
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves... Philippians 2:3*)
- A dependable team player who understands unity and works well with people (*Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3*)
- Ability to maintain confidentiality of information
- Organized, ongoing learner
- Self-starting – can work with little supervision or direction

### Mission Statement

**WIN** a person to Jesus Christ - New converts bring excitement and infuse freshness into a body. He said to them, "*Go into all the world and preach the good news to all creation.*" Mark 16:15

**DISCIPLE** a person in Jesus Christ - Equipping believers gets them grounded in the Word. During this disciplining process, the person is being conformed to be like Jesus Christ. God has left all believers here on earth so that the Holy Spirit might indwell and empower them:

To think like Jesus thought..... Mind of Christ  
To minister like Jesus did..... Works or Ministry of Christ  
To be like Jesus..... Character of Christ

*"Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you."* Matthew 28:19-20

**SEND** a person for Jesus Christ - The world is in darkness and surviving without hope. Christians have been called to go and bring light and hope to these hurting people. We must have the compassion of Jesus. *"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the ends of the earth."* Acts 1:8

### CORE COMMITMENTS

If you have made a decision to follow Christ, then the 5 C's are your roadmap to an exciting walk with God! They are the key elements we find in Scripture that helped the disciples turn their world upside down! And for that reason, they're the heart and soul of who we are at CCM.

### COMMIT

Be a growing follower of Christ. A committed Christ follower no longer leads his life; he chooses to follow God in full obedience to Him.

**CELEBRATE**

Live the fulfilling lifestyle. Here at CCM we celebrate our new life in Christ 24/7! He knows us by name, He forgives all our sins, He directs our steps, He gives us the power and desire to live for Him.

**CONNECT**

To others in personal vibrant relationships.

**COMMUNICATE**

Share the good news to everyone everywhere. Jesus said, "Go into all the world and preach the good news to all creation."

**CONTRIBUTE**

Your time, passion, talents and possessions. God's work on earth is accomplished by Christ followers who give what they have to bless others.