**MISSION CENTER** **COMMUNICATIONS/ADMINISTRATIVE SPECIALIST**

This position is primarily focused on the following two areas, with other administrative or ministerial responsibilities as necessary:

1. Oversees and manages all mission center communications and social media platforms (Chinook, NewsBriefs, website, Instagram, Facebook groups, Constant Contact, etc.), as well as event support, promotional publications, Mission Center Conference co-lead, and general administrative support to the Mission Center President
2. Oversees and manages mission center camping program, including but not limited to camp scheduling/dates, recruitment of directors, camping policies, serving as team lead for Camping Team; serving as liaison between mission center and campground boards/managers; coordinating with Youth Ministries lead for retreats/events

**COMMUNICATIONS ADMINISTRATOR**

* Serves as the hub for all communications for the Greater Pacific Northwest USA Mission Center, and must be a strategic, proactive, skilled, accurate, and reliable communications professional.
* Plans and executes multiple communications channels:
	+ face-to-face (such as presentation materials and events)
	+ print (all forms of print, print production, and direct mail)
	+ electronic (e-mail, digital photography, Websites, blogs, slide shows, social media platforms) communications
* Produces (or is willing to learn how to produce) list serve e-newsletters, podcasts, short video clips and other emerging communications technologies.
* Has superior skills in writing, grammar, speaking, editing, proofreading, communications planning and customer-relations with all ages and diverse people.
* Uses desktop-publishing software and other tools to create eye-catching, easy-to-understand products such as posters, brochures, quarterly newsletters, camping promotions, weekly e-newsletters (*NewsBriefs*), invitations, animated slide shows, Web sites, and other products.
* Promotes Mission Center as well as congregational news, events and programs (public relations and marketing to external audiences), as well as relays urgent member news and offers communications advice, as appropriate.
* Develops news networks through communications coordinators in 30+ congregations, reunion and camp directors, and staff at Community of Christ International Headquarters and the Mission Center.
* Serves as a key member of the Mission Center Conference Planning team, overseeing production of both printed and electronically projected materials as well as providing support for various elements of MC Conference.
* Assists with administrative duties associated with mass mailings, events, Mission Center calendar, and team support, plus other duties as assigned.
* Is an eager, continuous learner in the field of communications and pushes for audience-appropriate, engaging, results-oriented communication to advance the presence, priorities and mission of Community of Christ in this jurisdiction.

**CAMPING MINISTRIES COORDINATOR:**

* Oversees the coordination of, and provides leadership for, the GPNW Camping Ministries Program, primarily our reunions and youth camps.
* In consultation with the Mission Center Financial Officer, set the fees for Youth Camps and Reunions.
* Works with other mission center staff to ensure smooth operations of the Camping Program. This includes but is not limited to communications, camper recruitment, financial reporting & oversight, etc.
* Serves as the Director of Youth Camping. This includes serving as the Youth Camping Team Lead and coordinating the efforts of that team. This includes but is not limited to:
	+ Visionary leadership for keeping our camping program relevant and engaging.
	+ Works with youth camping team reps to explore innovative, creative ideas as well as receive feedback on policies, rules, and procedures for the youth camping program.
	+ In consultation with the Mission Center President:
		- Takes disciplinary action for directors, youth camping team reps, camp staff, and campers.
		- Recruitment and invitation for new Youth Camping Team Representatives.
* In consultation with the Mission Center President:
	+ Recruits and invites new Reunion and youth camp directors.
	+ Coordinates and invites Primary and Supporting Ministry for Reunions.
* Advocates for the Camping Program needs to Campground leadership by:
	+ On occasion, may be asked to represent the Mission Center President or Mission Center Financial Officer, in their absence, at a campground board meeting.
	+ On occasion, may also be asked to share with Campground Boards and/or be present at board or campground association meetings.
	+ Works with Campground Managers and Board leadership to address program concerns and needs.
* Serves as Mission Center liaison between GPNW MC Leadership Team and Retreat Directors, including coordination with MC Youth Ministries lead related to youth retreats.

**ADMINISTRATIVE RESPONSIBILITIES**

The MCCAS provides various administrative functions/support to the Mission Center President as necessary. Ideally, the MCCAS will also serve as a Cluster Leader, providing guidance and supervision to pastors, leaders and cluster support ministers in their assigned Cluster.

The MCCAS is a vital, respected member of the Leadership Team and will attend and support weekly Leadership Team meetings, quarterly Mission Center staff meetings and/or Cluster meetings, and selected Mission Center events. This position reports to the Mission Center President and has significant interaction with the administrative team, staff and other volunteers, and members and friends of the Community of Christ. This position is performed primarily from a home office, with flexible work hours (40 hrs./wk) and travel as required.All technology and work-related travel expenses, including mileage, are covered by the Mission Center

**DESIRED QUALIFICATIONS:**

The ideal candidate will possess a minimum of 2-3 years education and/or experience in a communications-related field, specifically with experience in website management, social media platform management, current communications-related software, Microsoft 365 applications, etc. Familiarity with the Greater Pacific Northwest USA Mission Center camping program is a plus, but not required. Candidate must be a Registered Child and Youth Worker or be willing to complete application process upon hiring. Successful candidate must complete required World Church anti-harassment training annually.

**QUALIFICATIONS INCLUDE:**

1. Strong written and verbal skills—articulate and concise in writing and by phone
2. Demonstrated self-starter and self-manager, including time- and project-management
3. Polite, accommodating, professional and stress-free when dealing with multiple customers and projects
4. Sets and meets deadlines and keeps MC priorities in focus
5. Understands Community of Christ Identity, Message, Mission, and Beliefs and positively represents the face, voice, mission and core values of Community of Christ
6. Experienced and enthusiastic about working with people of all ages, genders and orientations
7. Committed to continuing education
8. Enthusiastic promoter of Community of Christ mission, goals, events and programs
9. Willing and able to travel
10. Effective team leader and team member
11. Proficient in Microsoft Office products (Word, Excel, Outlook, PowerPoint, Publisher) and using Internet, as well as desktop and Web-publishing applications and HTML

**KEY COMPETENCIES INCLUDE:**

1. Excels in people skills
2. Mature sense of humor, patience and perspective
3. Able to receive and apply direction, input and coaching from others
4. Forgiving of self and others
5. Unquestionable integrity, confidentiality, accountability and reliability
6. Listens well and effective advocate for alternative points of view
7. Equally effective with high-level vision and managing on-the-ground details
8. Motivates others
9. Organized and effective project manager. Sets and manages priorities yet agile and flexible to what matters most now
10. Builds and supports effective teams
11. Strategic, proactive, accessible and responsive
12. Inviting, optimistic and inclusive
13. Self-manages stress and committed to healthy work/life balance for self and others
14. Enjoys teaching skills to others
15. Problem-solver
16. Fun

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of staff assigned. All staff may be required to perform duties outside of their normal responsibilities from time to time, as needed. This is an hourly position with paid vacation, paid sick leave, optional healthcare benefits, and retirement benefits..