

Mayfield United Methodist Church

Mayfield UMC embraces the heart of life and faith. We honor tradition while embracing change, and we value reason as much as experience. Mayfield UMC is an inclusive community of faith that offers Christ. Worshiping God is essential, our disciples are growing in their walks of faith, and our mission work touches lives in our community and throughout the world. Nestled between the suburbs and the countryside, our unique setting provides spaces ready for the community's use and for all walks of life, including every faith background (or no faith background).

Because of these unique qualities, we are looking for an individual who can balance giving life to our traditions with celebrating new opportunities. We seek someone who values our community and vision as much as we do and will bring a fresh perspective and mindset.

POSITION DESCRIPTION

TITLE	Director of Communications and Administration
REPORTS TO	Lead Pastor
STATUS	Full time
DATE	TBD

POSITION SUMMARY:

The Director of Communications and Administration leads the central systems, communications, and operations of teams that maximize the operating effectiveness of Mayfield UMC to offer Christ. The Director is responsible for the communication strategy under the direction and leadership of the Lead Pastor. The Director engages with the community by connecting, curating, and managing the details to convey the voice of the church. The Director also initiates projects and manages a team to carry them across the finish line, coordinating with staff and key leadership teams to live our mission, vision, and values.

MAJOR RESPONSIBILITIES:

ADMINISTRATION (40%)

- Manage the church data systems and calendar, including the membership portion and calendar portion of PCO
- Oversee preparation of the church for various worship services and activities
- Manage contracts and relationships with vendors
- Responsible for purchasing office, cleaning, and other supplies related to operations/building
- Recruit and oversee office volunteers
- Oversee processes and preparation of documents for events, including wedding certificates, annual Charge Conference Reports, etc.
- Provide timely response to communications from staff and congregation

COMMUNICATIONS (60%)

- Develop a focused communications plan that connects people, along with a targeted social media presence that aligns with this plan

- Proactively work on projects with check-ins with the Lead Pastor for monthly, quarterly, and annual planning
- Manage the Mayfield Church brand, messaging, and marketing—including the church’s website, YouTube channel, and digital and print communications
- Recruit, equip, and empower a volunteer team to wrap around the communication plan’s priorities
- Create cohesion across Mayfield Church’s ministries and community touchpoints.

QUALIFICATIONS:

- Associate’s or B.S. degree in Communications, Marketing, related field preferred
- Essential to this role is a firm grasp of the overall direction and vision of Mayfield Church.
- Strong computer skills required with experience in or ability to learn software such as WIX, Movavi, Constant Contact, Boxcast, YouTube, Publisher, Canva, and Vistaprint, and operating systems including Microsoft, Google and PCO.
- Experience with managing projects, including set up, kick off, and following through to completion
- Personable, efficient, detail-oriented, flexible, and have a willingness to learn
- Strong composition of many of the following spiritual gifts: Administration, Discernment, Wisdom, Leadership, Teamwork and Service
- Excellent verbal and written communication skills for developing and supervising others
- Ability to manage and motivate staff, servant leaders, and volunteer team members

PHYSICAL REQUIREMENTS:

- The physical requirements of this position are related to a standard office environment. Must be able to utilize a phone, computer and screen, and other office equipment. While performing the duties of the job, the employee is required to hear, talk, reach, stoop, or kneel, and sit; standing and walking occur daily. Must be able to, occasionally, lift up to 25 pounds.

The duties listed in the job description above are intended only as illustrations of the various types of work that may be performed. These listed duties are not intended to describe in detail all the tasks that may be assigned but rather to provide a general sense of the responsibilities and expectations. Omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. At the employee’s request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.