

## Communications Specialist

**Location** | Central (Office out of Brighton Campus)

**FLSA Classification** | Non-Commissioned, Non-Exempt, Part Time

**Reports to** | Communications Lead

**Influenced by** | Communication Director

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### Position Summary:

A communication specialist will construct, contribute and create internal and external communications for 2|42, ensuring its message is consistent and engaging. Their duties include content writing, being a social media and tech specialist; including but not limited to; managing external communication channels like social media platforms, company websites and media relations, writing copy for company newsletters or memos and adhering to a company's brand by publishing content and marketing materials.

### What To Expect From Us:

- Clear expectations for your leadership, ministry impact, and work-flow
- A work environment that will challenge and inspire you to be the best follower of Christ you can be (*ex: Jesus first, then spouse, then family, then ministry*)
- A leadership team that trusts you
- A leadership team committed to being led by God to impact our communities
- Coaching and support for your God-given calling
- A church that encourages and fans your gifts and talents

### As a 2|42 Community Church Staff Member:

All Ministry positions at 2|42 work in a team. You will need to work well with existing team members and align to decisions that are made, even if you don't agree with them. A good team member has open and honest conversations, allows tensions that exist within the team but always supports the team's decisions and directions outside of the team meetings. Relational intelligence will be a key component to ensuring collaboration with the ministry teams.

- Meet 2|42's Leadership Expectations.
- Attend "All Staff" meetings, Campus Staff events as part-time hours allow, and attend quarterly Leadership Community events
- Respond to all correspondence (*email, voicemail, Slack, etc.*) within 24 hours either through direct communications or an automated reply letting someone know when they should expect a correspondence back.
- Lean on the systems and resources provided by 2|42 community Church (our databases, leadership pipeline, and any cross-campus interactions).
- That you meet and uphold our [Leadership Expectations](#) and agree to the [2|42 Statements of Beliefs](#), our [Mission and Core Values](#).

**Job Responsibilities include but not limited to:**

- Content Writing
  - Copywriting for website & website events
  - Social media content writing
  - Push notifications
  - Other comms projects
- Social Media Specialist
  - Create & publish engaging content
  - Liaison with campuses for social posts and to increase engagement
- Tech Specialist
  - Podcasts
  - Publishing messages
  - web/app events
  - App media items
- Assists with the development and implementation of large projects
- Collaborates with communication and marketing team to ensure delivery of consistent branding and marketing efforts
- Deployment of communication initiatives as assigned by the Communication and Marketing Leads
- Any other duties as assigned

**Personal Characteristics:**

The successful candidate will have a deep and growing relationship with God, active involvement in the leadership of the church and campus, and have a commitment to maintaining healthy and accountable relationships. A Christ-honoring lifestyle marked by, servanthood, generosity, joy, a love for bible study and prayer. A growing passion to shepherd others in their walk with God and to work effectively with many key leaders is necessary. Integrity in finances, relationships, and time management are expected.

- A clear and vibrant commitment to Jesus Christ displayed through their personal faith and devotional life.
- A passionate love for the church and a healthy understanding and embracing of its history.
- A solid commitment to the authority of Scripture and a well-developed personal theology.
- Sets a positive example and serves as a role model in their personal life.
- Warm, encouraging personality that connects well with others.
- A team player who's able to both follow and lead while always being FLEXIBLE.
- Great recruiter and trainer of others.

- Clear personal and professional vision.
- A passion for continuous improvement.
- A “whatever it takes” attitude.

**Competency & Desired Qualifications:**

In addition to the qualifications listed below, additional leadership competencies required are: team building, vision-casting and training leaders for ministry; ability to thrive in a fast-moving environment; excellent working knowledge of the Bible; tactical thinker with proven ability to equip leaders and organize functional structures; transformational leader of leaders; effective communicator to adults of all ages; proven effectiveness in a multi-staff & multi-campus setting; able to connect with people across generations.

- Bachelor’s degree in communications, journalism, public relations or relevant field.
- A minimum of 5 years’ experience in a similar role.
- Proven experience creating targeted content is advantageous.
- Strong knowledge of communication practices and techniques.
- Outstanding written and verbal communication skills.
- Must be able to multitask and work well under pressure.
- Excellent organizational and leadership abilities.
- Collaborative and team oriented relationship driven.

**Employee:**

**Reviewed by:**

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Signature

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Signature

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Printed Name

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Name and Title

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Date

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Date