



Job Description: Director of Administration and Communication

Summary

Cedar Ridge Community Church is a diverse, open, and affirming community of followers of Jesus, sharing God's love with everyone and working to make the world a better place for all. We are a multi-denominational congregation of about 400 members. Our beautiful 63-acre property is located in Spencerville, Maryland. We have been meeting virtually since March 2020 due to the pandemic, but will return to in-person services on September 5, 2021.

Cedar Ridge is looking to hire a Director of Administration and Communication to develop and maintain communications and administrative support systems that invite and empower our community to live out our vision. Responsibilities include

- Oversight of communications and IT
- Coordination of programming for Sunday services
- Organizational support for church-wide events

The qualified candidate will have proven expertise in video editing, website maintenance, and general communications, in addition to superior organizational and inter-personal skills.

We are currently in a time of transition as we resume in-person services and events following the lifting of COVID restrictions. The Director of Administration and Communication will initially be a part-time position (24 hours per week), with the possibility of expanding to a fulltime role in the future.

Specific Responsibilities

Oversight of communications and IT

- Develop and maintain all vehicles of church-wide communication
 - Oversee gathering of content, editing and production of regular communication vehicles—including weekly announcements for Sunday services, bi-weekly Bulletin, monthly *The Loop* summary of events, and *The Quarterly* newsletter
 - Develop graphics for new message series, events and activities
 - Update the church app as needed, and schedule push notifications
 - Post updates and events to social media (Facebook, Instagram and Twitter)
 - Coordinate repair and maintenance of all equipment (computers, printer-copiers, audio-visual equipment, etc.)
- Oversee the development and maintenance of the website and database
 - Serve as webmaster with overall responsibility for whole site
 - Coordinate with all staff to ensure the calendar, pages and groups are current and accurate
 - Troubleshoot web-related functionality problems with DreamHost
 - Manage signups, accounts and member directory in Church Community Builder/PushPay

Coordinate the programming of Sunday morning and special worship services

- On Sundays
 - Supervise set-up of auditorium and atmosphere in readiness for each service (lights, props, video-screens, background music, etc.)
 - Supervise sound booth during each service and ensure problem-free production
 - Supervise zoom live-stream of services, and recording and uploading of messages to web
- During week
 - Coordinate scheduling of volunteers for worship services
 - Maintain all supplies for Sunday services
 - Create all necessary slides and videos for Sunday service
- Perform all the above tasks for special seasonal and holiday services

Organizational support for church-wide events

- Develop and/or review project plans for each event and work closely with event leader to track and maintain progress
- As appropriate, coordinate food, registration, communication, production of materials and signage, and set up and clean up

Qualifications and Experience

The successful candidate will be a devoted follower of Jesus with a passionate commitment to the [vision of Cedar Ridge Community Church](#). They will have an understanding of leadership as servanthood, and be willing to love and care for the people of our community and work through conflict. Candidates must have a proven track record of leading teams and individuals, be flexible and creative, hardworking and open to learning.

Required skills include the following:

- Excellent organizational skills
- Attention to detail and follow through
- Ability to problem-solve and create and improve systems
- Experience with project and people management
- Advanced computer literacy and confidence learning new software
- Good interpersonal, social skills
- Ability to deal with conflict

Organizational Framework

The Director of Administration and Communication reports directly to the Pastor for Ministry Development, and works closely with the other pastoral staff.

The Director of Administration and Communication will be hired for 24 hours per week, beginning in August. Work hours will be flexible, depending on the needs of the church, and agreed to in advance with the Pastor for Ministry Development. Hours will include Sundays from 8AM to 1PM.

To apply, please send a resume and cover letter to info@crcc.org.