

# Job Profile



## Communications, Welcome and Admin Leader

### Overview:

The Communication, Welcome and Admin Leader (CW&A) is responsible for helping facilitate the smooth operation of ForestView. The primary tasks are administrative in nature, including the development and execution of various forms of communication, maintaining our databases, and leading and engaging in the newcomer welcome process. Although the CW&A Leader will receive guidance and direction from the Operations Manager, they will work with a high degree of independence. A good understanding of the mission, values and priorities of ForestView Church is essential. It is expected that this person will attend ForestView regularly.

### Areas of Responsibility

#### FV Community Care and Connection

- develop and maintain church database (names, contact info, engagement, etc.)
- support pastoral care process using the database

#### Newcomer Engagement

- provide leadership to and participate in the welcome ministry
- identify and engage with newcomers on Sundays
- coordinate follow-up activities for newcomers

#### Communication

- coordinate and execute all FV communication (social, web, bulletin, email, newsletter, etc.)
- field general information requests – answering & referring as appropriate

#### Office Administration

- manage official church records & documents
- identify, develop, document and implement administrative systems & procedures
- coordinate & manage all facility bookings
- order supplies and materials
- prepare invoices for payment by treasurer
- coordinate efforts of volunteer office / administrative personnel
- perform other administrative duties as required

### Qualifications:

- working knowledge of Google Suite and Microsoft Office (to include word processing, spreadsheet and power point)
- strong interpersonal and communication skills
- strong organizational and time management skills
- self-starter, self-motivated and ability to work independently with minimal direction
- friendly and welcoming style
- experience in dealing with the public
- experience in learning and implementing applications and platforms – most specifically for digital communication

- graphic design, email marketing experience and a passion for visually pleasing communications would be assets

**Accountability:**

- this position reports directly to the Operations Manager or similar
- all staff are ultimately accountable to the Leadership Team (board of elders)

**Office Hours:**

- this is a part-time position requiring a time commitment of 18-20 hours/week. initially this will involve working 3-4 days/week, including one full day in the church office

**Term:**

- Initial 1-year contract