

# Gracepoint Community Church

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## SOCIAL MEDIA AND ASSIMILATION ADMINISTRATOR

### Overview

The Social Media and Assimilation Administrator is responsible for a variety of clerical, technical and administrative duties which vary based on the current needs of the church. This will also include managing the social media platforms of Gracepoint and connecting newcomers into the Life of Gracepoint. This person is a committed Christ-follower who is passionate about Jesus and His church. This staff position stems from a servant attitude to do administrative tasks to accomplish and support the ministries and mission of Gracepoint.

### Responsibilities

#### **Social Media/Website:**

- Manage the social media platforms of Gracepoint by planning and executing a strategy to provide platform- specific content that is helpful, relevant and shareable.
- Promote and tell the story of Gracepoint on social media platforms.
- Update Gracepoint website as needed and directed.
- Eventually recruit and lead a social media volunteer team.
- Provide updates to staff on social media engagement.

#### **Greeting and Assimilation:**

- Oversee the Welcome Centre ensuring hospitable welcome to visitors, newcomers and congregants.
  - Create welcome cards, connection cards and other resources for the Welcome Centre for visitors/newcomers.
  - Help newcomers connect in the Life of Gracepoint: newcomers survey, newcomer's lunch, follow up, Discipleship groups, etc.
  - Follow up with new KU families via email/phone to connect them into the Life of Gracepoint.
  - Follow up with Connection cards and direct to appropriate staff.
  - Provide staff with updates on visitors and newcomer tracking.
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**Administrative Duties:**

- Create Sunday programs/sermon notes (import to You version.)
- Create and send weekly emails via mail chimp system.
- Order supplies as needed.
- Administration support to ministry areas as needed and for special events.
- First point of contact to the public and congregants regarding church related issues via phone, email and in person.
- Administration support to Rick and Tracy as required.
- Attend ALL STAFF meetings once a month.
- Complete expense forms for all staff as requested.
- Collect and distribute mail.
- Other various administrative tasks as needed.

**Required Knowledge, Skills and Abilities**

- Committed Christ follower who pursues a Jesus Shaped Life.
  - Committed to the vision and values of Gracepoint Church.
  - Committed to Gracepoint as a church family as evidenced by discipleship group involvement.
  - In agreement with the beliefs and practices of Gracepoint Church as outlined in the church employee handbook.
  - Must be able to properly handle confidential information in a careful and secure manner.
  - Knowledge of computer software such as the Microsoft Office Suite.
  - Knowledge of Social Media platforms and website administration.
  - Ability to work independently and with a staff team.
  - Commitment to excellence and professional development.
  - Excellent organizational and people skills.
  - Good attention to detail. Good eye for design layout and print production.
  - Personable, Professional and communicates effectively.
  - Spiritual Gifts of Administration and Hospitality.
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### **Education and Experience**

Minimum Grade 12. College/University preferred. Experience in clerical, communications, computer and administrative skills is necessary. Social Media knowledge/experience is preferred.

### **Work Hours**

This position is part time at 20-30 hours per week with potential for full time employment. This position requires work hours on Sundays from 9am-12pm to start. Other work days and hours to be determined. (Office hours are Mon-Fri between 8:30am-4:30pm.) There may be the occasional Sunday afternoon or weekday evening required if there is a special event planned.

### **Compensation and Benefits**

- Renumeration is based on Education and Experience.
  - Health Benefits available through the conference after 6 months of employment.
  - Vacation days available after 6 months of employment.
  - There is a 3-month probation period and annual review of the position.
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