

331 Anderson Ferry Road | PO Box 180 | Marietta, PA
17547

Job Posting

Position: Communications Associate

Interested persons should submit the following information:

- Application
- Resume
- Samples of Communication Work

Submissions should be returned to:

Community Bible Church Office
PO Box 180
Marietta, PA 17547
office@cbcpa.org
717.426.3921 (fax)

Due by: Sunday, April 29, 2018

PERSONNEL APPLICATION

Position being applied for: _____

First Name _____ Middle Name _____ Last Name _____

Street Address _____ City _____ State _____ Zip Code _____

Phone _____ Email Address _____

How may we contact you (telephone/email/etc)? _____

Social Security Number _____ - _____ - _____

RECENT EMPLOYMENT HISTORY

Provide the last three positions held

Current or Last Employer

Name _____

Mailing Address _____

Dates of Employment: From _____ to _____

Position Held: _____

Briefly Describe Your Responsibilities: _____

May we Contact Them? Yes _____ No _____

Previous Employer

Name _____

Mailing Address _____

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EDUCATION AND TRAINING

High School _____ Years Completed _____

List Other Education/Training/Degrees _____

REFERENCES

Because of the nature of the positions and ministries of this church, the verification of the character of employees is a necessity. If you cannot respond to any of the questions below, please provide an explanation.

Do you have any medical or health problems that will affect the accomplishment of the work being applied for?

Community Bible Church is an equal opportunity employer and will make accommodations for qualified employees.

Yes _____ No _____ If yes, explain:

Do you have any personal responsibilities or problems that may affect your daily attendance?

Work schedules for ministerial professionals will be assigned by the senior pastor or ministry supervisor.

Yes _____ No _____ If yes, explain:

Have you participated in a Drug or Substance Abuse program or been convicted for the possession or use of any narcotic or controlled substance?

Employees will be required to acknowledge restrictions to drug and alcohol abuse during employment.

Yes _____ No _____ If yes, explain:

Have you ever been convicted of child molestation or any other felony regarding child abuse or have been ordered by a court or law enforcement agency to register as an offender?

All employees who have contact with children (ages birth to 18 years) will have police record checks conducted as part of the routine employment process.

Yes _____ No _____ If yes, explain:

Will you have difficulty reading instructions and other material that pertains to your job in the English language?

Documents at Community Bible Church are usually provided in English. If you need those instructions in another language please indicate that language:

Yes _____ No _____ If yes, explain:

Provide the names, addresses, and telephone numbers of two character witnesses other than former employers:

1. _____

2. _____

I understand that this application may be withdrawn or my employment terminated if I have made any misrepresentation on this form.

I authorize the church to contact all references (unless otherwise noted) to seek job-related information about me. This may include former employers, character references, police files, and credit files. I release the church and all other persons or companies from liability for furnishing such information.

Signature of Applicant

Printed Name of Applicant

Date of Application

Position Title:	Communications Associate
Reports to:	Pastor of Worship and Creative Arts
Status:	Part-time (20 Hours) CBC only commits to the position for one year with the possibility of additional time.
FLSA Classification:	Non-Exempt
Revision Date:	March 12, 2018

SUMMARY

The Communications Associate is primarily responsible for creating, managing, and providing leadership to communication needs as well as anticipating communication changes within the wider culture and adapting those changes to the needs of the church. The Associate will need to set communication strategies for five different generations of church-goers which must include a comprehensive digital strategy. The Associate is responsible for implementing these strategies through the creation and use of a team of people, empowering them to carry out supportive roles within a communication ministry which could include but not be limited to video for social media as well as regular video announcements for use in services, social media, and the church website.

ESSENTIAL FUNCTIONS

- Learn the culture and vision of Community Bible Church and have a willingness to be coached by the staff to better understand the culture of the general church as well as the culture within individual ministries.
 - Be able to communicate clearly including clear and simple communication of large and complex visions of the wider church leadership
 - Help to develop, propose, and manage an annual communication budget directed by your direct report
 - Work alongside an existing admin whose area of graphic design will overlap with communications
 - Develop and manage all communication policies
 - Develop a digital strategy with a variety of popular social media platforms and websites
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 - Video blogging
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SUPERVISORY RESPONSIBILITIES

Must have the ability to supervise and lead others as a communication team grows

NON-ESSENTIAL FUNCTIONS

- As assigned

QUALIFICATIONS

To fulfill this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

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- Three years of running social media platforms for an organization is preferable, but social media expertise is a must
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Other Skills, Abilities, and/or Training

- Servant leader, with the heart of a teacher
- Patience, professionalism, clear and effective communication when working with other employees and congregants who will have varying ranges of computer competencies.
- Problem solving skills
- Multi-tasking skills
- Customer service skills
- Knowledge and understanding of communication technologies
- Open to feedback and constant learner
- Able to remain calm when dealing with a crisis
- Able to keep high level and confidential information private while monitoring online systems
- Verbal and written communication skills
- Self-starter, completing work on time and with a spirit of excellence, while requiring minimal supervision
- Skill in organizing resources and establishing priorities
- Ability to manage time to complete tasks and projects on schedule.
- Must be a mature, growing disciple of Jesus Christ who demonstrates character in relationships with people and whose life and behavior gives evidence of the fruit of the Spirit as outlined in Galatians 5:22-26.
- Must be in full agreement with CBC's doctrinal and constitutional statements, work in cooperation with CBC's present philosophy of ministry, and be committed to CBC's core values of Loving God, Loving Others, and Reaching Out.
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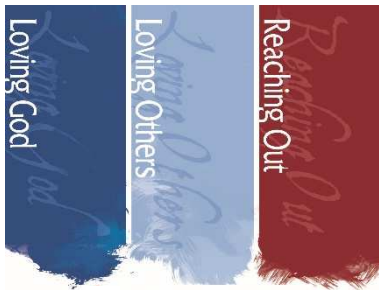
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- Close vision (clear vision at 20 inches or less)
- Depth perception and the ability to judge distances and spatial relationships
- Adjustable focus
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WORK ENVIRONMENT

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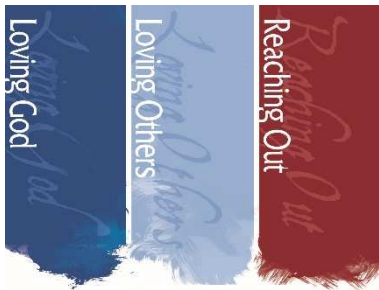
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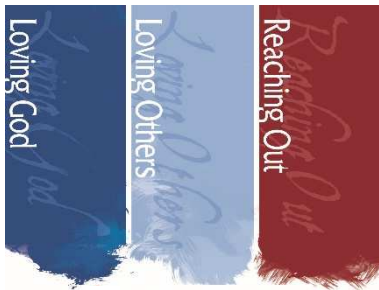
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SUPERVISORY RESPONSIBILITIES

Must have the ability to supervise and lead others as a communication team grows

NON-ESSENTIAL FUNCTIONS

- As assigned

QUALIFICATIONS

To fulfill this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Other Skills, Abilities, and/or Training

- Servant leader, with the heart of a teacher
- Patience, professionalism, clear and effective communication when working with other employees and congregants who will have varying ranges of computer competencies.
- Problem solving skills
- Multi-tasking skills
- Customer service skills
- Knowledge and understanding of communication technologies
- Open to feedback and constant learner
- Able to remain calm when dealing with a crisis
- Able to keep high level and confidential information private while monitoring online systems
- Verbal and written communication skills
- Self-starter, completing work on time and with a spirit of excellence, while requiring minimal supervision
- Skill in organizing resources and establishing priorities
- Ability to manage time to complete tasks and projects on schedule.
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PHYSICAL DEMANDS

- Regularly required to remain seated in a normal position for long periods of time
- Occasionally required to stand for long periods of time
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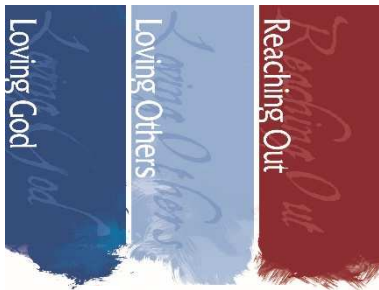
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Samples of Communication Work

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Due by: Sunday, April 29, 2018

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Position being applied for: _____

First Name _____ Middle Name _____ Last Name _____

Street Address _____ City _____ State _____ Zip Code _____

Phone _____ Email Address _____

How may we contact you (telephone/email/etc)? _____

Social Security Number _____ - _____ - _____

RECENT EMPLOYMENT HISTORY

Provide the last three positions held

Current or Last Employer

Name _____

Mailing Address _____

Dates of Employment: From _____ to _____

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Briefly Describe Your Responsibilities: _____

May we Contact Them? Yes _____ No _____

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Position Title:	Communications Associate
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Status:	Part-time (20 Hours) CBC only commits to the position for one year with the possibility of additional time.
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The Communications Associate is primarily responsible for creating, managing, and providing leadership to communication needs as well as anticipating communication changes within the wider culture and adapting those changes to the needs of the church. The Associate will need to set communication strategies for five different generations of church-goers which must include a comprehensive digital strategy. The Associate is responsible for implementing these strategies through the creation and use of a team of people, empowering them to carry out supportive roles within a communication ministry which could include but not be limited to video for social media as well as regular video announcements for use in services, social media, and the church website.

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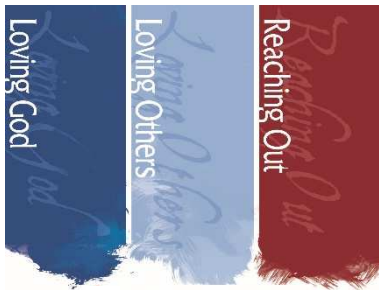
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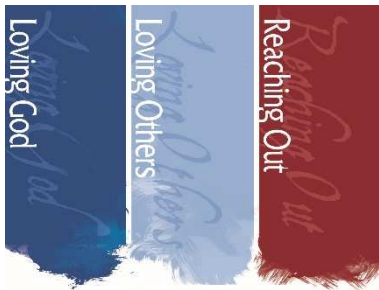
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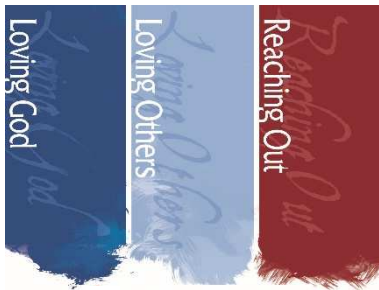
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PERSONNEL APPLICATION

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First Name _____ Middle Name _____ Last Name _____

Street Address _____ City _____ State _____ Zip Code _____

Phone _____ Email Address _____

How may we contact you (telephone/email/etc)? _____

Social Security Number _____ - _____ - _____

RECENT EMPLOYMENT HISTORY

Provide the last three positions held

Current or Last Employer

Name _____

Mailing Address _____

Dates of Employment: From _____ to _____

Position Held: _____

Briefly Describe Your Responsibilities: _____

May we Contact Them? Yes _____ No _____

Previous Employer

Name _____

Mailing Address _____

Dates of Employment: From _____ to _____

Position Held: _____

Briefly Describe Your Responsibilities: _____

May we Contact Them? Yes _____ No _____

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Briefly Describe Your Responsibilities: _____

May we Contact Them? Yes _____ No _____

EDUCATION AND TRAINING

High School _____ Years Completed _____

List Other Education/Training/Degrees _____

REFERENCES

Because of the nature of the positions and ministries of this church, the verification of the character of employees is a necessity. If you cannot respond to any of the questions below, please provide an explanation.

Do you have any medical or health problems that will affect the accomplishment of the work being applied for?

Community Bible Church is an equal opportunity employer and will make accommodations for qualified employees.

Yes _____ No _____ If yes, explain:

Do you have any personal responsibilities or problems that may affect your daily attendance?

Work schedules for ministerial professionals will be assigned by the senior pastor or ministry supervisor.

Yes _____ No _____ If yes, explain:

Have you participated in a Drug or Substance Abuse program or been convicted for the possession or use of any narcotic or controlled substance?

Employees will be required to acknowledge restrictions to drug and alcohol abuse during employment.

Yes _____ No _____ If yes, explain:

Have you ever been convicted of child molestation or any other felony regarding child abuse or have been ordered by a court or law enforcement agency to register as an offender?

All employees who have contact with children (ages birth to 18 years) will have police record checks conducted as part of the routine employment process.

Yes _____ No _____ If yes, explain:

Will you have difficulty reading instructions and other material that pertains to your job in the English language?

Documents at Community Bible Church are usually provided in English. If you need those instructions in another language please indicate that language:

Yes _____ No _____ If yes, explain:

Provide the names, addresses, and telephone numbers of two character witnesses other than former employers:

1. _____

2. _____

I understand that this application may be withdrawn or my employment terminated if I have made any misrepresentation on this form.

I authorize the church to contact all references (unless otherwise noted) to seek job-related information about me. This may include former employers, character references, police files, and credit files. I release the church and all other persons or companies from liability for furnishing such information.

Signature of Applicant

Printed Name of Applicant

Date of Application

Position Title:	Communications Associate
Reports to:	Pastor of Worship and Creative Arts
Status:	Part-time (20 Hours) CBC only commits to the position for one year with the possibility of additional time.
FLSA Classification:	Non-Exempt
Revision Date:	March 12, 2018

SUMMARY

The Communications Associate is primarily responsible for creating, managing, and providing leadership to communication needs as well as anticipating communication changes within the wider culture and adapting those changes to the needs of the church. The Associate will need to set communication strategies for five different generations of church-goers which must include a comprehensive digital strategy. The Associate is responsible for implementing these strategies through the creation and use of a team of people, empowering them to carry out supportive roles within a communication ministry which could include but not be limited to video for social media as well as regular video announcements for use in services, social media, and the church website.

ESSENTIAL FUNCTIONS

- Learn the culture and vision of Community Bible Church and have a willingness to be coached by the staff to better understand the culture of the general church as well as the culture within individual ministries.
 - Be able to communicate clearly including clear and simple communication of large and complex visions of the wider church leadership
 - Help to develop, propose, and manage an annual communication budget directed by your direct report
 - Work alongside an existing admin whose area of graphic design will overlap with communications
 - Develop and manage all communication policies
 - Develop a digital strategy with a variety of popular social media platforms and websites
 - Consistently be aware of and explore new social media platforms and other ways of communication within business and church organizations
 - Demonstrate a strong work ethic, attention to detail, and leadership ability, in order to lead by example
 - Recruit and develop effective leaders and volunteers for the most efficient and strategic use of communications, video, social media, and print media
 - Cast vision to improve communications within ministries to ministry members as well as cross-ministries and church-wide
 - Cast vision and improve communications outside of the church to the communities within reach of the church
 - Utilization of the following:
 - Websites, domains
 - Emerging technologies in communication
 - Social media (Facebook, Instagram, Twitter, Snapchat and future platforms) and mobile applications
 - Video blogging
 - Other duties as assigned by the supervising pastor
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SUPERVISORY RESPONSIBILITIES

Must have the ability to supervise and lead others as a communication team grows

NON-ESSENTIAL FUNCTIONS

- As assigned

QUALIFICATIONS

To fulfill this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- A degree in communications is preferable, but a student working towards a communications degree is also acceptable
- Three years of running social media platforms for an organization is preferable, but social media expertise is a must
- Three to five years of effective field experience in a mid-size organization is preferable, but a student working towards a communication degree is also acceptable

Other Skills, Abilities, and/or Training

- Servant leader, with the heart of a teacher
- Patience, professionalism, clear and effective communication when working with other employees and congregants who will have varying ranges of computer competencies.
- Problem solving skills
- Multi-tasking skills
- Customer service skills
- Knowledge and understanding of communication technologies
- Open to feedback and constant learner
- Able to remain calm when dealing with a crisis
- Able to keep high level and confidential information private while monitoring online systems
- Verbal and written communication skills
- Self-starter, completing work on time and with a spirit of excellence, while requiring minimal supervision
- Skill in organizing resources and establishing priorities
- Ability to manage time to complete tasks and projects on schedule.
- Must be a mature, growing disciple of Jesus Christ who demonstrates character in relationships with people and whose life and behavior gives evidence of the fruit of the Spirit as outlined in Galatians 5:22-26.
- Must be in full agreement with CBC's doctrinal and constitutional statements, work in cooperation with CBC's present philosophy of ministry, and be committed to CBC's core values of Loving God, Loving Others, and Reaching Out.
- Should be able to fulfill and satisfy any additional requirements as referenced in the CBC Employee Handbook.

PHYSICAL DEMANDS

- Regularly required to remain seated in a normal position for long periods of time
- Occasionally required to stand for long periods of time
- Regularly required to move about
- Regularly required to climb stairs and/or ladders
- Regularly required to maintain balance while walking, standing, crouching, or running
- Regularly required to stoop, kneel, crouch, and/or crawl
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VISION REQUIREMENTS

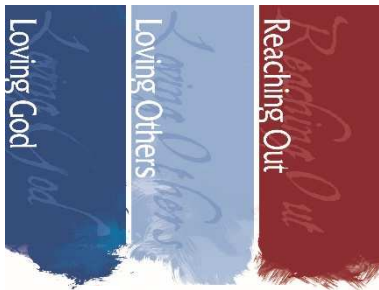
To successfully perform this position, individuals must possess the following:

- Close vision (clear vision at 20 inches or less)
- Depth perception and the ability to judge distances and spatial relationships
- Adjustable focus
- Ability to distinguish colors

WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is regularly exposed to indoor conditions and moderate noise level and on occasion high noise level; the individual is occasionally exposed to outdoor weather and temperature extremes.



331 Anderson Ferry Road | PO Box 180 | Marietta, PA
17547

Job Posting

Position: Communications Associate

Interested persons should submit the following information:

Application
Resume
Samples of Communication Work

Submissions should be returned to:

Community Bible Church Office
PO Box 180
Marietta, PA 17547
office@cbcpa.org
717.426.3921 (fax)

Due by: Sunday, April 29, 2018

PERSONNEL APPLICATION

Position being applied for: _____

First Name _____ Middle Name _____ Last Name _____

Street Address _____ City _____ State _____ Zip Code _____

Phone _____ Email Address _____

How may we contact you (telephone/email/etc)? _____

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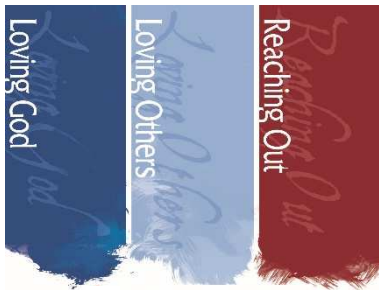
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