



Job Title: Verve City Communications Associate

Job Type: Part time (min. 20 hours/week)

Position Overview:

Inspire Verve families, visitors and prospective guests to get involved at The Verve through worship, outreach, community events and more. Support the communications team in creating encouraging, thoughtful and engaging messaging across platforms.

Key Responsibilities:

- 1) **Digital Communications:** At the direction of the communications team, take responsibility for recurring communications tasks, such as:
 - publishing weekly updates to the website using Ekklesia 360
 - creating and publishing events in Planning Center Online
 - drafting weekly emails in Mailchimp
 - drafting content for Instagram and Facebook
- 2) **Execute Materials:** Collaborate with internal and external teams to develop, produce and distribute print materials, such as flyers, invitations, giveaways, on-campus signage and other materials.
- 3) **Organize Assets:** Collaborate with internal and external teams to organize weekly needs, such as in-church signage, digital messaging and external material pickups.
- 4) **Adapt Design Materials:** Edit pre-designed materials and templates to resize or scale for multiple needs, such as Keynote presentations, web graphics or social media.
- 5) **Be Authentic:** Stay engaged in a personal and growing relationship with Jesus and model the core values of Verve City Church: make it better, work collaboratively, care personally/challenge directly, develop others, and choose joy.

Qualifications:

- A faithful and growing follower of Jesus Christ with a personal commitment to the faith statement, lived implications, and staff values of Verve City Church.
- Excellent written and verbal communication skills and interpersonal skills.
- Strong organizational and project management abilities.
- Experience with or interest in learning:
 - organizational social media management, specifically Facebook and Instagram.
 - email marketing, Mailchimp a plus.
 - website updating, Ekklesia360 a plus.
- Experience with Adobe Creative Cloud a plus, especially InDesign and Illustrator.

- Ability to work collaboratively within a team.
- Willingness to regularly work weekends (Sundays) and various evenings as needed for church programs and other activities.
- Skills and enjoyment of administrative responsibilities, including high attention to details.

Reports to: Executive Pastor