



COMMUNICATIONS ASSOCIATE

OBJECTIVE

The Communications Associate works with the communications team and ministry leaders to effectively communicate the vision and mission of Valley Church. Job duties include communications project implementation and management, weekend experience support, online content management and tracking.

EMPLOYMENT STANDARDS:

- **Experience:** Undergraduate degree in related field or 2+ years of relevant communications experience. Working in a collaborative team environment. Experience managing and updating a variety of social media platforms. Copywriting, creative writing or blogging experience is preferred. Experience in web development, graphic design or online marketing is a plus.
- **Church Home:** Must be a regular and involved member of Valley Church.

COMPENSATION/STATUS: Full-time 45 to 50 hours per week, annual salary (commensurate with experience). Exempt status. Benefits include group health insurance, paid vacations, etc. Refer to Personnel Policies for details.

ROLE: The Communications Associate is...

- **Champion for Visual and Aesthetical Aspects:** Provides insight for key components of aesthetics, feel and health of the church.
- **Communicator:** Understands and enthusiastically communicates Valley Church's mission and values to both internal and external groups via communication and relationship building.
- **DNA Carrier:** Completely embraces and contagiously communicates the mission, values, strategy, and impact measures of Valley Church.
- **Maximizer:** Constantly seeks ways to achieve greater impact with existing resources.
- **Solution Specialist:** Able to identify problems and find creative solutions.
- **Organized and Efficient:** Able to work on multiple projects simultaneously and manage ongoing communication with ministry leaders for these projects.



PERSONALLY: The Communications Associate is . . .

- **Adventurer:** Thrives in new experiences and invigorated by new challenge
- **Conflict Resolver:** Able and unafraid to work through interpersonal conflicts, ministry misalignment, or issues of sin. True peacemaker.
- **Energetic Multi-Tasker:** Able to work on a broad range of projects and levels.
- **Flexible:** Understands the complexity of working with a variety of staff and perspectives, and collaboratively works with patience, flexibility, and grace.
- **Relational:** Has strong interpersonal skills and can work with a variety of leaders and personalities.
- **Prioritizer:** Evaluates programming offering, time management, etc. often, making adjustments to deliver greater results.

NOT: The Communications Associate is NOT. . .

- **Every Team's Assistant:** Reports and works directly with the Communications Team. Projects and workload comes directly from the Director of Strategic Communications.

JOB: The Communications Associate is responsible for ...

- **Communications Projects:** Strategically manages a variety of projects that effectively communicate the vision and mission of Valley Church
- **Weekend Experience Environments:** Assist with the development and implementation of creative and inviting spaces on our campus for key events throughout the year
- **Project Requests:** Receive project requests from a variety of ministries, organize, assign and track to completion.
- **Online Content Management:** Update content on multiple online platforms, including but not limited to e-news, website, YouTube, Vimeo, YouVersion, and Church Online
- **Social Media Strategy and Implementation:** Work with communications team, ministry teams, partners to develop and execute strategic social media plans
- **Copywriting:** Aids in ministry communications by writing copy for announcements, events, ministry updates and social media content
- **Strategy/Problem Solving:** Uses experience and creativity to help create and implement strategic plans with the Communications Team.
- **Other duties** as assigned by the Communications Director



RELATIONSHIPS of the Communications Lead Associate include ...

Reports to	Communications Director
Works closely with	Communication department, ministry leaders, other ministry departments and their members as directed, partner organizations and vendors
Supports	Communications Department and Ministry Department Leaders