

Director of Communication & Technology (IT)

Definition:

This person will oversee all areas of communications focused both inside and outside the church, technology (IT) and work in collaboration with the office manager with the daily workings of the office. This person will create, organize, plan and implement effective communications messages and strategies for/with church and community audiences. This person will support church and ministry leaders in conveying their vision and communication priorities. This person will be hired for a full-time position. The compensation package for this position will include salary and benefits.

Qualifications:

Chemistry

1. To be a team player able to work cohesively with the church, other staff and volunteers.
2. To have a pleasant and engaging interpersonal skills, possessing a good sense of humor and a positive, "can do" attitude.
3. To have wisdom to avoid settings and activities in which personal integrity and the integrity of the church could be damaged.
4. Relate positively and effectively with staff, church leadership and the congregants they serve.

Character

1. Love the Lord and have a committed, growing relationship with Him.
2. Love and respect Christ's body, the Church.
3. Understand, respect and support the theological distinctives, statement of faith and discipleship process of Bemidji Covenant Church and the ECC. Be a member or actively pursuing membership at Bemidji Covenant Church
4. To have a servant heart.
5. To be a role model to other staff and lay volunteers.

Competency

1. To have the necessary training to fulfill the duties described in this job description.
2. Capable use of graphic design software, video editing software, website management.
3. Experience in communication and marketing.
4. Creative work, set priorities, create and maintain systems and motivate others.
5. Be self-initiated to pace and complete tasks independently during the week.
6. To be teachable and willing to seek ongoing personal and professional skill development.

Duties and Responsibilities:

Develop teams that assist you in the duties & responsibilities of Communication, Technology and Administration.

1. Communications:

Lead Bemidji Covenant in being clear, concise, consistent and creative in its internal and external communication.

- Developing communication about our story which includes working with church and ministry leaders to define priorities, develop communication processes and effectively communicate to church-wide and specific audiences. This communication includes the use of video/video production, social media, communication spots, highlights in worship, etc...
- Congregational communication (i.e.: weekly bulletin, kiosks, e-mails, etc...)
- Solicit information from church and ministry leaders to organize and plan communications messages in a timely manner.
- Calendar management- oversee master church/communication calendar, working with the staff and ministry leaders in planning and promoting church activities (with an eye toward eliminating communication clutter and overscheduling.
- Create, organize, plan and implement effective communication messages and strategies to church and community audiences.
- Create a strategy for becoming more visible in the community.
- Brochure development
- Management of the website and social media. Developing a comprehensive sharp website updated daily/weekly
- Maintain an active well-utilized FaceBook and other current, pertinent social media methods of creatively representing the gospel and the church.
- Update and replenish materials at the Information Center and display racks.

2. Technology (IT Support)

The ultimate goal of technology oversight is to ensure that services and events across all facilities and ministries are able to utilize the most up-to-date technologies to efficiently, effectively, and strategically in order to enhance the experience of those attending and/or participating.

- Keep Church Management Database (CDM)
- Keep bulletin board information up-to-date.
- Oversee the repair/maintenance of network system.
- Oversee the copier maintenance.
- Contacts regarding internet and other online usage/needs.
- Assess equipment needs (related to computers/office machines, etc.) and purchase as needed.
- Work to solve issues related to upgrades/etc.
- Manage Office 365 Account.
- Manage Google Suite
- Manage NAS server.

- Oversee software updates.
- Manage and support network, firewall, and network hardware.
- Manage and support Wifi systems.
- Assist in setting up new computers.
- Manage Anti-Virus and warning notifications.
- Assessing new tools and software systems.
- Managing security in the context of technology.
- Maintain subscriptions and licenses we need at church (i.e.: CCLI; Adobe).
- Keep notary current for church needs.

3. Administration:

Collaborate with the office manager with the daily workings of the office to ensure that office staff and office volunteers are helping the church achieve its goals.

- Weekly bulletin oversight, special services bulletins and inserts.
- Facility use management
- Manage main church emails to groups/individuals
- Serves front desk and answers telephone as needed
- Interoffice communication-Scheduling, which includes communications with the janitorial and facilities director and other staff impacted related to church usage.

Other Responsibilities:

- Attend weekly staff meetings and other meetings deemed necessary.
- Plan and manage ministry budget and expenses.
- Agree with and adhere to the employee handbook.
- Pass a background check.
- Other duties as assigned by Lead Pastor.

Contact:

Please submit an application to Todd Ertsgaard at jobs@bemidjicovenant.com

Terms of Hire:

The Director of Communication & Technology (IT) position is directly responsible to the Lead Pastor.

- Exempt, At Will, Employee of the Church
- Not entitled to paid overtime
- Removal from position is the discretion of the Lead Pastor
- State & Federal taxes are withheld from paychecks

Accountability/Collaboration

Reports to the Lead Pastor

Works in collaboration with the Office Manager

Hours: This person will be hired for a full-time position. It calls for working 40 hours (plus) per week. One is expected to manage their schedule professionally and accountably. Be a member or actively pursuing membership at Bemidji Covenant Church.

- **Compensation:** The compensation package for this position will include salary and benefits including vacation pay, individual health insurance and pension. Compensations will be discussed on an individual basis and reviewed annually as part of the setting of the annual church budget.

40+hours/week, \$17-22/hour, based on experience

Paychecks on 1st and 15th of each month

Office Space: TBD

Property: Church owned desk top computer

Vacation: Refer to handbook

Sick/Personal Days: Refer to handbook

Additional benefits: Refer to handbook