

Job Title: Communications and Events Specialist
Position Reports to: Executive Minister
Employment Type: Full Time; exempt from overtime

ABOUT CONVERGE MIDATLANTIC

Converge MidAtlantic is a movement of churches working to help people meet, know and follow Jesus. We do this by starting and strengthening churches together worldwide. For over 165 years we've helped churches bring life change to communities in the U.S. and around the world through church planting and multiplication, leadership training and global missions.

OVERALL PURPOSE OF POSITION

To implement communications strategies for Converge MidAtlantic, to coordinate district events and to assist the Executive Minister with administrative tasks.

SPECIFIC JOB RESPONSIBILITIES

- A. Christian Witness
 - Maintains a personal relationship with Jesus Christ. Is a consistent witness for Jesus Christ, maintains a courteous, Christ-like attitude in dealing with people within and outside of Converge and faithfully upholds Converge's ministry in prayer.
- B. Communications
 - Assists the Executive minister in designing and executing a comprehensive communications strategy that supports the mission of Converge MidAtlantic
 - Coordinate the regular updating of the district's website.
 - Oversees the publication and distribution of regular newsletters, updates and other print and electronic publications.
 - Manages Converge MidAtlantic's presence and marketing on social media platforms.
 - Writes news stories and creates marketing materials. Works with Converge national staff, churches and outside vendors to create news stories, promotional videos and marketing materials.
- C. Event Planning
 - Coordinates arrangements for district events large and small, including but not limited to the Biennial Leadership Conference, Church Planting Assessment Centers, Impact Pastor Gatherings, Board of Overseer meetings, training events, fundraising events and other events hosted by our district.
 - Oversees the approved budget to include tracking of income and expenses and providing financial reports for each event.
 - Works courteously alongside pastors, staff and volunteers of local churches who may be hosting district events. Collaborates with Converge national staff, other districts and outside vendors to accomplish event purposes.
 - Directs promotion and marketing for district events.
- D. General Administrative Assistance
 - Works alongside the Executive Minister and Converge MidAtlantic staff to accomplish special projects and administrative tasks as needed.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ
- Bachelor's degree in communication, marketing or similar field
- Work experience in communications, marketing and/or event planning is preferred
- Excellent written and verbal communication skills
- Proficient in Social Media and Online communications
- Proficient in Microsoft Office – Word, Excel, Power Point, Outlook
- Can work independently or with a team
- Is comfortable working remotely in a mobile office environment
- Can manage multiple projects in a fast-paced environment with short-term time frames
- Strong interpersonal, organizational and leadership skills
- Resourceful, self-disciplined, exercises consistent initiative
- Compatible with beliefs and values of Converge MidAtlantic
- Some travel required

WORKING ENVIRONMENT

- Remote, mobile office environment; 40 hours per week; Sitting/standing for up to 8 hours per day; Flexible hours; Some travel may be required; vacation and benefits.
- Preference will be given to applicants who live within the Converge MidAtlantic district, includes Ohio, Pennsylvania, Maryland, New Jersey, New York, Delaware, Virginia, West Virginia, North Carolina, South Carolina and the District of Columbia

To apply or for any questions, please contact: office@convergemidatlantic.com