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| ***Job Description*** |
| **Job Title:** | **Communications MA** | **Department:** | **Communications** |
| **Reports To:** | Communications Director | **Effective Date:**  | 1/1/2024 |
| **Position Summary:** |
| The Communication MA voices the vision, mission, and heart of the Oaks Church leadership to the community, newcomers, members of the church, and beyond. The Communications MA will help curate, manage, and execute all forms of the organization’s communication mediums, including but not limited to emails, text messages, website updates, printed materials, reports, app management, and online streaming. This position will help share the message and values of the organization through creativity and communication skills.  |
| **Job Responsibilities & Duties** |
| * Website updates using WIX for Oaks Church, Oaks Learning Center, Oaks College, and Powerhouse.
* Coordinate and maintain Sunday and Wednesday livestreams to YouTube, Facebook, and Brushfire while recruiting volunteers.
* Retrieve and document analytics.
* Assist the Communications Assistant in curating written copy for emails and text messages, among other communications.
* Learn and work with the Creative Team to develop skills in Graphic Design and/or Videography.
* Work with the Communications Assistant to carry out producer duties for Video Announcements and OC Live Hosting video shoots.
* Aid other departments at Oaks Church with communications needs when asked for or needed.
* Improve current communication strategies with new vision, strategies, and trends.
* Assist with general tasks and miscellaneous duties for the Communications team.
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| **Anticipated Time Commitment:** |
| * Maximum hours allowed
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| **Education and Experience** |
| * High school degree or GED
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| **Required Skills/Abilities** |
| * ASANA for daily task management and interdepartmental communication.
* WIX for website building and updates.
* MICROSOFT OFFICE, specifically Word, Excel, and Teams, for content and campaign planning
* ONLINE STREAMING PLATFORMS, such as YouTube, Facebook, and Brushfire.
* CRM PLATFORMS, specifically HubSpot and SimpleTexting.
* PLANNING CENTER for scheduling and manging volunteers and their positions.
* **Must have prior copywriting experience in any form.**
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| **General Expectations:** |
| * Commitment to continual growth in personal spiritual life and relationship with Christ
* Attend Tuesday Staff Prayer Meetings, All Staff Meetings, “All Hands On Deck” Events
* “Serve One and Attend One” at weekly Oaks Church Sunday services.
* Support the vision, values, and ministry of Oaks Church through tithing, serving, etc.
* Proactive thinking and willingness to learn and train others
* Model a Godly life for volunteers
* Be teachable and open to change when it comes
* Maintain all information confidential (about staff, projects, property, members, etc.)
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| **FLSA Status: *(HR use only)*** |