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| ***Job Description*** |
| **Job Title:** | Communications Lead | **Department:** | OYA |
| **Reports To:** | Department Director  |  |  |
| **Position Summary** |
| This specific MA position oversees all communication forums within OYA. They primarily oversee the social media team and simple texting.They always ask the question, “how can we communicate all that is happening in OYA more effectively.” |
| **Job Responsibilities & Duties** |
| * Oversee and manage all communication strategies for Oaks Young Adults across various channels including social media, texting, and other marketing collateral.
* Manage social media team and create engaging content to increase engagement and awareness.
* Work with other team members to plan and execute events, ensuring all communication needs are met (e.g. event invitations, social media promotion, follow-up communications).
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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 willing to learn and train others
* Model a Godly life for volunteers
* Be teachable with a humble and submissive attitude
* Maintain all information confidential (about staff, projects, property, members, etc.)
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| **FLSA Status: *(HR use only)*** |