



## Marketing and Office Administrator

Southridge Church is a dynamic, mission-driven church that effectively lives out its vision to *Experience encouragement through a growing relationship with God and each other*. We are a community-minded congregation of Jesus' followers who believe in being the hands and feet of Christ as we serve those around us and build each other up. We love, have fun, engage in genuine worship, and chase after God's call for our congregation and our city. You can be part of this growing and impactful church.

Southridge Church is seeking a motivated, detail-oriented, and creative individual to serve as the **Marketing and Office Administrator**. This dual-role position will be responsible for supporting the church's marketing and communications efforts while providing key administrative support for the day-to-day operations of the office. The ideal candidate will be passionate about the mission of the church, have a heart for service, and possess strong organizational and communication skills. This is a part-time role, consisting of **15-20** hours per week on premise with the opportunity to increase as the church grows.

To accomplish this, the **Marketing and Office Administrator** will need to demonstrate / exhibit the following:

- **Develop and Execute Marketing Plans:** Collaborate with church leadership to create and implement marketing strategies to promote church events, services, programs, and initiatives.
- **Social Media Management:** Oversee and maintain the church's social media accounts (e.g., Facebook and Instagram, etc.), creating and scheduling engaging content to connect with the community.
- **Content Creation:** Design and create marketing materials, including flyers, banners, newsletters, website content, and other digital assets, including the roadsign.
- **Email Marketing:** Manage email campaigns using tools like BombBomb, Mailchimp or similar platforms to send newsletters, event reminders, and other communications.
- **Brand Management:** Ensure consistent branding and messaging across all channels and promotional materials, aligning with the church's mission and values.
- **Website Management:** Regularly update the church website with current events, news, and relevant content.
- **Photo and Video Support:** Help capture images and videos from Sunday worship, special events, and other church functions to share on social media, the website and more.
- **Event Promotion:** Promote special church events and seasonal services (e.g., Easter, Christmas, etc.), including digital and print advertising.

- **General Office Support:** Provide administrative assistance to the church staff, ensuring smooth office operations.
- **Scheduling and Calendar Management:** Assist with scheduling appointments, meetings, and events. Manage the church's calendar and communicate updates to the staff and congregation.
- **Communication with Congregation:** Serve as the primary point of contact for church-related inquiries, responding to emails, phone calls, and in-person requests.
- **Data Entry & Database Management:** Maintain accurate records in the church's database (e.g., Planning Center, Breeze, or similar software), including contact information, attendance, and other data.
- **Prepare Weekly Bulletins & Announcements:** Coordinate the creation and distribution of weekly bulletins, church announcements, and other printed materials.
- **Support Church Events:** Assist in organizing and coordinating church events, ensuring logistical needs are met.
- **Office Supplies & Equipment:** Maintain inventory of office supplies and ensure the church office is well-equipped and organized.

The ideal team member will have:

- **Spiritual Commitment:** A strong personal relationship with Jesus Christ, with a heart for serving others and advancing the mission of Southridge Church.
- **Education/Experience:** Two- or four-year degree or equivalent experience is required. Two years of experience managing an office. A degree in marketing, communications, or a related field is a plus. Prior experience in marketing, communications, or administrative roles is preferred.
- **Technical Skills:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, and social media platforms. Experience with design tools like Canva, Adobe Creative Suite, or similar is preferred. Microsoft Office Church Database (currently Church Community Builder), BombBomb or Constant Contact, live streaming, WIX web design, the ability to support and troubleshoot the Southridge App, and coordination and support of Southridge's online presence (Instagram and Facebook).
- **Strong Communication:** Excellent written and verbal communication skills, with a keen attention to detail.
- **Organizational Skills:** Ability to manage multiple tasks and projects simultaneously while maintaining a high level of accuracy and efficiency.
- **Creative Mindset:** Ability to think creatively and strategically, with an eye for design and content that resonates with the church's mission and target audience.
- **Team Player:** Collaborative, positive attitude and willingness to work with a diverse team of staff and volunteers.

To Apply - Please submit your resume in PDF form with three references, to the following email address, [jobs@southridgechurch.com](mailto:jobs@southridgechurch.com). Please use "Marketing and Office Administrator Position" as the subject line of your email.