



*Lake Mead Christian Ministries exist to make disciples of Jesus Christ through education and community.*

## **Lake Mead Christian Ministries (LMCM) Minister- Head of Communications**

**Job Type: Full Time**

**Department: Advancement**

**Reports to: Culture, People & Performance Director**

**Job Summary:** The Head of Communications will create, coordinate, and execute communication plans for Lake Mead Christian Ministries. This includes, Academy, Lil' Eagles, Church and Wellness Center. The Head of Communications will work to create and maintain one voice ministry-wide for our staff and community. They will work closely with each team and the LMCM Creative Coordinator. They will also manage and support the LMCM Calendar Coordinator and oversee the ministry calendar process.

### **Required Spiritual Qualities**

- Acknowledge Christ as Savior and live life as His disciple
- Support LMCM Mission by making disciples of Jesus Christ through community involvement
- Demonstrate spiritual flourishing through prayer, Bible study, and outreach to others
- Believe the Bible to be the inspired, authoritative Word of God
- Agree with and actively support the LMCM Statement of Faith
- Show evidence the fruit of the Spirit in interacting with people
- Have a Christ-centered home
- Attend and actively participate in the Church at Lake Mead

### **Essential Job Functions:**

#### **Calendar:**

- Manage Calendar Coordinator
- Attend IPM, FPM meetings for any event communication
- Manage/run yearly calendar planning meetings
- Support Calendar Coordinator in all published calendars ministry wide

#### **LMCA & Lil' Eagles Comms:**

- LMCA App updates
- Training on LMCA App
- Edit LMCA website content under direction of CPP
- Create & send/schedule LMCA's newsletter, The Flight, each week
- Proof & send All Staff Emails through Renweb
- Manage Facts Family Portal Announcements
- Proof and assist with department & Schoolwide Emails
- Proofing all printed/digital material
- Manage LMCA Reviews (online)
- Assist in updating and maintaining LMCA website

*Updated May 19, 2023*

- Assist with social media content

#### **Church Comms:**

- Assist in putting together Church weekly email
- Maintain & edit church website content
- Assist with Planning Center events/registrations
- Proofing any printed material
- Working with Community Pastor for all of the above
- Assist with Announcement video script
- Assist with Social Media Content

#### **Wellness Comms:**

- Assist in editing content on LMWC site
- Assist with social media content
- **Other duties as supervisor deems necessary.**

#### **Experience/Knowledge:**

- A minimum of 2 years experience in communications strategy development
- Excellent written and verbal communication skills
- Works well under pressure and meets tight deadlines
- Highly computer literate with capability in email, Google G Suite, and related business and communication tools
- Content writing experience for all media platforms
- Proven social media and networking expertise
- Strategic and creative mindset
- Meticulous attention to detail
- A portfolio of work available for review

**Compensation:** \$33,200.00 - \$37,520.00

#### **Benefits:**

- Qualifies for tax benefits
- Accrued PTO and Sick leave
- Vision - Self Pay Group Policy
- Dental - Self Pay Group Policy
- 403B matching and other retirement programs
- Christian Healthcare Ministries for health care coverage CHM.org - shared cost with employee/employer
- Short and long term disability at the cost of the ministry
- 25,000.00 life insurance at the cost of the ministry
- Additional life insurance up to \$150,000 - Self Pay
- Ministry Scholarship for student tuition and Lil' Eagle's cost reductions  
First year hires receive a 70% scholarship, then each year add 5% until you reach a max of 85%