

OPCM POSITION DESCRIPTION

TITLE: Programming and Communications Coordinator
START DATE: March 2022
STATUS: Part Time or Full Time (Dependent upon skill set and capacity)

POSITION DESCRIPTION: The Programming and Communications Coordinator is both a specialist and a generalist role, involving creativity, organization, attention to detail, collaboration, and interaction with a wide variety of people. As the Program Coordinator (P.C.), you are responsible for the coordination and implementation of all Sunday service programming elements, as well as other occasional events. As the Communications Coordinator (C.C), you are tasked with leading OPCM's effective communication to both its members and the greater community around us. This is a role for someone who loves people and enjoys creating engaging venues for them to "Know Jesus and Make Him Known."

REPORTING RELATIONSHIP: The Programming and Communications Coordinator (P.C.C.) reports directly to the Lead Pastor.

WORKING RELATIONSHIPS: While the P.C.C works most closely with the Lead Pastor, you also work regularly with the Worship Pastor, and Technical Director, while also engaging and supporting the rest of the staff as it pertains to Sunday Services and their communications needs.

CHARACTER: Working at a Church like OPCM is more than a job; it should flow from a general sense of vision and calling to our mission statement ("Knowing Jesus and Making Him Known"), as well as a particular sense that God is calling you to this role at this time. A firm commitment to being a servant of Christ, coupled with a strong desire to grow in personal healthiness and ministry fruitfulness, should mark your life; and you should be eager to be part of a team that is heading in this direction together.

QUALIFICATIONS:

1. *Education and Experience:* College degree or previous church staff experience is preferred but not required. What is required is a reputation for possessing the skills and characteristics listed below.
2. *Requirements:* Membership at OPCM (or engaged in the process).
3. *Skills:* Detail orientated, creative, organized, tech-savvy, the ability to multi-task, can meet current deadlines while keeping longer projects moving, and has energy and drive to learn new skills. Competent in the realm of social media, familiar with web design, at least moderate ability in graphic design. Lastly, all OPCM staff roles are people roles, thus you must be effective at coordinating people toward the accomplishment of goals.
4. *Characteristics:* Besides possessing the general traits of a growing disciple of Christ (such as detailed in the "8 Traits"), the following characteristics are imperative: learner, servant, team-player, positivity, dependable, winsome, self-starter, proactive, and energetic.
5. *Chemistry:* A natural fit with the team as assembled.
6. *Culture:* Unquestionably "at home" in the OPCM work environment: value/vision-driven, contemporary, creative, passionate, casual, flexible, relational, prayerful.
7. *Commitment:* Completely comfortable with OPCM's Mission Statement as well as its "8 Traits of a Growing Disciple," and general methodology. Willing to keep a flexible schedule when needed.
8. *Calling:* Views this role as a ministry rather than a "job," feels confident that the Lord has directed toward this position.

PROGRAMMING COORDINATOR RESPONSIBILITIES (15 hours +/-)

- **Midweek Responsibilities (8 hours)**
 - Attend All-Staff Meetings (Tuesday 9:30-11:00)
 - Attend, and likely lead, Programming Meetings (Tuesday 11:00-12:00)
 - Maintain and update Planning Center service layouts
 - Schedule additional program elements (communion, prayers, creeds, etc.)
 - Brainstorm creative elements with Programming Team
 - Work with Communications Coordinator on weekly spotlights
 - Request or Create assets for Sunday service (graphics, printed notes, handouts, props, etc.)
 - ASL Liaison for Sunday service
 - Website updates for Sunday Service (notes page, kids page, live page, sermons page)
 - Maintain YouTube page (or other streaming software) for Sunday service
 - Pre-production: CCLI, other copyright info
 - Post-production: Trimming service videos, privacy settings, playlist assignments
 - ProPresenter slide production
 - Maintain Spotify account, create and update Sunday playlists)
 - Collaborate and coordinate with OPC Novi on shared series

- **Sunday Responsibilities (7 hours)**
 - Direct the Tech Team, Band, and Speakers on service flow
 - Communicate with Kids Teams about service flow/time
 - Produce service, and/or coordinate volunteer producers
 - Run Planning Center Live and monitor the live stream
 - Minor lighting adjustments as needed
 - Monitor and adjust scrim and black out shades for live-stream needs
 - Monitor thermostat and fans

- **Non-Responsibilities (but may be asked to advise)**
 - Special Events Programming (ministry directors)
 - Announcement selection and staffing (Communication Coordinator)
 - Digital bulletin production (Communication Coordinator)
 - Online audience engagement (Connections Coordinator)
 - Lighting (Technical Director)

COMMUNICATIONS COORDINATOR RESPONSIBILITIES (15 hours +/-)

- **Assist ministry leaders to plan and execute their promotion**
 - Events, new info, etc.
- **Email campaigns**
 - Strategy, compile and produce, responses, audience management.
- **Social media**
 - Strategy, compile, schedule, engage and respond, analytics.
- **Website**
 - Strategy, content updates, weekly updates, homepage, digital bulletin, general info management, analytics.
- **Coordinate Service Host Announcements**
 - Work with Technical Director to produce video (as needed), manage list, write script, maintain host schedule.
- **General Community Promotion**
 - Strategize and execute promotion to the community (signs, sponsorships, mailers, etc.).
 - Holiday and special event community promotion.
 - Outdoor signs, Indoor Signs.
- **Connect Wall/Lobby**
 - Weekly updates to current events, evaluation of scheme, Event Kiosk preparation.
- **Church Center App**
 - Maintain landing page
- **Graphics**
 - Design or request graphics (as needed).