



# Community of Christ

CHRIST'S MISSION, OUR MISSION

**Position Title:** Mission Center Communications and Events Registrar

**Statue:** Part-Time (under 20 hours a week)

37 weeks (3<sup>rd</sup> week in July to last week of March) at 10 hours a week and 15 weeks (first week of April to 2<sup>nd</sup> week in July) at 15 hours a week

**Position Summary:** This position is responsible for promoting the mission center through a variety of platforms (paper, social media, constant contact, etc.) as well as the upkeep of the mission center website. It is responsible for interfacing with the website/email provider and phone system provider.

This position is also responsible for the online registration program and process. It is responsible for interfacing with the online registration software company as well as helping patrons to get through the registration process and oversee onsite registrations.

**Qualification Include:**

1. Registered Youth Worker through Community of Christ or willing and able to successfully obtain the registration within 30 days of hire.
2. Excels at serving on teams that plan and direct communications that effectively describe and promote Community of Christ and its identity, message, mission and beliefs.
3. Skilled in developing and implementing promotional campaign ideas in various types of media.
4. Strong computer and social media skills, knowledge of and/or willing to complete Joomla training within 90 days of hire, Facebook, Twitter, and Instagram preferred.
5. Good listener that pauses to evaluate and to take appropriate corrective actions to continually improve the Gateway Mission Center avenues of communication.
6. Able to maintain high degree of confidentiality.
7. Excellent organizational skills.
8. High School graduate/GED/HS Equivalent.

**Primary Responsibilities for Communications Include:**

1. Implement World Church social media, website guidelines, visual identity standards and World Church copyright requirements in the Mission Center.
2. Responsible for day-to-day upkeep of mission center website and maintain quality through consistent review including the Mission Center Calendar.
3. Provide social media presence, monitor social media discussions, and maintain social media accounts.

4. Develops mission center newsletters, surveys, flyers, bulletin inserts, etc.
5. Manages database of contacts from multiple medias (i.e. Constant Contact, Shelby Information System, or other formats) including the creation and sharing of a yearly congregation leadership directory.
6. Provides technical support to Mission Center Leadership with hosting provider and phone/videoconferencing provider while also making recommendations on best practices.
7. Provides administrative assistance with mission center conference coordination and dissemination of mission center preaching schedule.
8. Other duties as assigned.

**Primary Responsibilities for Events Registrar Include:**

1. Create, monitor, and troubleshoot online registration for mission center events.
2. Create registration binders, follows-up on missing information, and transport the binder to camp.
3. Provide reports (housing requests, medical concerns, etc.) to the camp director.
4. Communicate event information with registered attendees as requested by event director.
5. Track payments and contributions for events providing the MCFO with a final report.
6. Attend registration session of each event to provide support.
7. Non-voting member of the Program Committee

**Organizational Relationships:**

Reports to: Mission Center President Team Lead

Interactions: Mission Center Presidency Team

Interactions: Mission Center Financial Officer Team

Interactions: Event directors/Program Committee

Interactions: Congregational Pastors

GATEWAY USA MISSION CENTER

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