

Office Administrator (Director of Communication and Community Engagement)

Mission Statement: *AACRC is a purposeful community that engages the world with the love of Jesus through the practice of Christian hospitality.*

Mission

AACRC is a purposeful community being transformed by the love of God and engaging the world with the grace and truth of Jesus through the practice of Christian hospitality. We are called to create a welcoming and healing space where we embrace those who enter into life with us. We seek to cultivate relationships in which we learn, grow, and thrive together. We seek to live out the love of the Triune God through compassion, reconciliation, and justice in our community and the world.

Purpose

To carry out the functions of the church office, communicate the vision of the AACRC, and be a face of hospitality to those who enter our doors. To connect the AACRC to the wider community and work with the diaconate to maintain and deepen relationships with our ministry partners.

Theological Rationale

The work done in the office is the work of ligaments in the body, which facilitate proper function through connection. Therefore, the individual who holds this position must be faithful and hospitable as part of the *oikos* vision.

Qualifications

1. Is a committed follower of Jesus Christ
2. Is a member of the AACRC or willing to become a member
3. Has a love for God's people
4. Has good interpersonal skills

Preferred Qualifications

1. Experienced and knowledgeable regarding the use of social media
2. Experienced and knowledgeable regarding the use of graphic design
3. Experienced and knowledgeable regarding the building and maintenance of websites
4. Passionate about reaching out into the larger Ann Arbor community

Office Responsibilities

1. Staff the office front desk on the days the office is open
2. Answer the phone and take messages as necessary
3. Keep the church calendar
4. Maintain the church website
5. Create and maintain the church's social media presence
6. Create and produce all church publications (bulletin, newsletter, church directory, newcomer packets, brochures, flyers, special program announcements, etc.)
7. Purchase office supplies

8. Manage the database for the Safe Church team, track status of volunteers, perform background checks through the Michigan State Police
9. Attend staff meetings
10. Communicate with the custodial staff as needed
11. Provide logistical support for our faith formation and fellowship ministries (Coffee Break, youth events, and other programs as needed)

Community Engagement Responsibilities

1. Build relationships with our ministry partners, in concert with the deacons
2. Seek new opportunities to deepen ties with people outside our walls and, in concert with the deacons, pursue them
3. Build relationships with other people of faith in the larger community

Accountability

1. This individual will be responsible to the Pastor of Teaching and Leadership.
2. This individual will be subject to yearly evaluation facilitated by the Church Executive, in collaboration with the Pastor of Teaching and Leadership.

Compensation

1. This individual is paid hourly designed for 25 hours per week
2. This individual will be given 3 weeks vacation