

Job Posting: SUPPORT SERVICES MANAGER

Part Time Salaried Position – Estimated 28 Hours Per Week

Applications can be found at www.faithunitedepc.org



Summary

Faith United Church in Brandon, SD is looking for a Support Services Manager. This is a newly created position that will join the Leadership Team at Faith United. We are looking for a self-managed individual that has excellent verbal & written skills and thrives on driving the best member experience. The Manager of Support Services will be responsible for brand management, social media content, and communications of the church. Additionally, this individual will engage with the leadership team to assist in developing the communications & operational needs of services, events, and programs. The Support Services Manager will also supervise support staff and coordinate with volunteers, providing leadership and management of the church office.

Requirements

- Excellent communicator (both written and verbal)
- Creative thinker with the ability to use data to create strategy
- Mobile mindset
- Strong attention to detail and desire for excellence
- A teachable self-starter, anticipating needs and proposing solutions
- A Team Player
- Familiarity with marketing methodology and software
- Knowledge of online advertising platforms
- Demonstrate understanding of communications to a Christian church community.
- Demonstrated experience managing people/volunteers.
- Experience with Planning Center Services and Adobe Creative Suite products.
- Creative flair while delivering the church's brand strategy for the church.
- A calling to serve and love the people at **Faith United Church**
- A commitment to the *Essentials and Beliefs* of the **Evangelical Presbyterian Church**

Compensation

- This is a salaried, part-time position, with an anticipated average of 28 hours per week
- Starting Annual Salary between \$29,000 – 36,500
- Benefits: 4 Week of Vacation

Contact and Applications

- Applications and more information can be found at www.faithunitedepc.org
- Primary Contact: Ray Koens
- Email: office@faithunitedepc.org
- Office Phone: 605-582-6788
- Cell: 605-261-9419
- We will be accepting applications through January 2022. We will review applications and schedule phone and formal interviews as appropriate.