

# POSITION DESCRIPTION

**Position**                                      **Communication & Events Manager**

Responsible to                              Senior Pastor  
Part-time:                                      4 days/week (0.8 FTE)

Work hours are determined by mutual agreement but to include Tuesday and Wednesday.

This full-time position includes voluntary commitments consistent with that expected of an engaged member of Nexus Church.

**INTRODUCTION**

Nexus Church is a vibrant, multi-generational Christian church gathering in three North-Brisbane locations that seeks to outwork the welcome invitation of Christ, cultivate a strong sense of belonging and a down-to-earth community amongst its members.

The Communication & Events Manager works closely with church and ministry leaders to provide effective heartbeat communication strategies for events, projects and activities across all church locations.

**POSITION IN CONTEXT**

The Communication & Events Manager will lead the dynamic and talented creative team comprising an event coordinator, graphic designers and hospitality through the annual event calendar. This team works for the success and cohesive expression of community across weekly Sunday services and all major events/projects by Nexus Church.

You will manage the effective delivery of communication, events (whole church or large events), key projects (vision offering, annual theming) budgets, timelines, promotion and from time to time, contractors and volunteers.

**PRIMARY PURPOSE**

The primary purpose will always remain to provide a consistent experience of communication, gatherings and projects that are cohesive with the direction and vision of Nexus Church as a whole.

Key responsibilities:

- Lead, plan and delegate roles and tasks for the effective delivery of the annual calendar
- Work with ministry leaders to communicate messages, promote events or create successful initiatives to our wider church members
- Lead and manage external and internal communication mediums including website, print, eNewsletter, social media, Google, LED screens
- Oversee verbal and non-verbal messaging on Sundays
- Oversee the coordination of the events and delicious hospitality
- Manage and direct graphic designers
- Key copywriter for Nexus Church, communicating clear and effective messages
- Provide advice and expertise to church leadership regarding timing, direction and details of church events and communication initiatives
- Liaise with Nexus Care and Northside Christian College, our key public ministries, to ensure cohesion to greater vision.
- The position is highly creative, organised, relational, adaptable and swift.

## REQUIRED ATTRIBUTES

- A Christian based lifestyle and ethos
- Experience in delivering a portfolio of various campaigns and projects delivered to an excellent standard
- A passion for excellent written (including editing and proof-reading), verbal and non-verbal communication skills, creating a common voice for all Nexus Church media
- Demonstrated effective leadership of teams to implement strategies
- Demonstrated experience in creating and managing events
- An understanding of effective, creative and aesthetically-pleasing graphic design
- Proficient in website content management (wordpress), EDM, social media platforms
- Ability to understand and interpret vision across multiple platforms
- Highly organised, administrative, ability to multitask with effective time-management skills
- Excellent interpersonal skills
- Demonstrates time management, budgeting, and planning skills
- High attention to detail
- Can do attitude! Demonstrating adaptability and flexibility

## DESIRABLE ATTRIBUTES

- Qualification in Communications or Events or similar, or, 3-5 years experience in a similar role
- Experience with Google Suites, Adobe products, online event software
- Experience with marketing and promotion
- Sound understanding of brand hierarchy and development

## ADDITIONAL REQUIREMENTS

- Be in agreement with the articles of faith documented in the policies of Nexus Church and the [Australian Christian Churches United Constitution](#)
- Exemplifies and communicates the Nexus Church values and culture.
- Membership of Nexus Church, or an application for membership within 3 months of commencement within the position
- Be willing to undertake extra tasks that may arise in the day to day needs of Nexus Church

## RELATED DOCUMENTS

This position description is a primary document outlining the requirements, nature, function and relationships of the nominated position. It is to be read by the successful applicant in conjunction with the following documents (as appropriate):

- the individual's employment contract
- Nexus Church's policies and procedures
- ACC volunteers agreement

## QUESTIONS OR HOW TO APPLY:

Should you have any further questions or to apply, please email [Claerwen.Jones@nexuschurch.com.au](mailto:Claerwen.Jones@nexuschurch.com.au). Please allow up to 48 hours for a response.

Include a cover letter addressing your suitability to the role, your resume and a link to your portfolio (optional, no more than three A4 pages please).

Applications to: [Claerwen.Jones@nexuschurch.com.au](mailto:Claerwen.Jones@nexuschurch.com.au)

Applications close: 4pm Wednesday 4 May