

**APPRENTICE ROLE DESCRIPTION**  
(10-15 hours/week)

**Ministry Area:** Communications Ministry    **Reports to:** Communications Project Manager

**Ministry Area Purpose:**

To support and manage all aspects of the communications ministry, including concept through completion of projects as well as administrative duties to assist the Communications team.

**Apprentice Responsibilities:**

- Attend “All Staff” meeting (entire church staff) every Tuesday.
- Attend ministry area's weekly team meeting.
- Meet with ministry area direct report every week.
- Assist with weekly communications needs as they relate to worship gatherings and Disciple Group curriculum.
- Assist the Reach team with print collateral inventory management and reordering for campuses.
- Assist in the recruitment, onboarding, and coordination of serve staff.
- Complete tasks assigned by ministry area direct report. Projects could include print, website, app, and social media tasks.
- Brainstorm and suggest improvements for the Communications ministry.

**Helpful Competencies, Skills, and Experiences:**

- Ability to develop priorities with the right balance of short and long-term wins.
- Demonstrated ability to build effective organizational relationships/partnerships.
- Strong leadership abilities; sound judgment and above reproach character.
- Excellent communication (verbal and written) and interpersonal skills.
- Strong computer skills; proficient in Microsoft Outlook, Word, Excel, and PowerPoint.
- Working knowledge of Adobe CS including: InDesign, Photoshop, and Illustrator (not necessary, but nice to have).
- Working knowledge of Basecamp or similar project management app.
- Ability to work with database information (CCB: Community Church Builder)
- Stay tuned in to audience and culture to determine new and expressive ways to communicate.
- Solid working knowledge of the Scriptures and able to integrate the Gospel and scripture into all written and verbal communications.

**Measurements of Success:**

- Model The Church of Eleven22’s mission, vision, and core values.
- Manage confidential and sensitive information with discretion.
- Possess strong organizational, planning, and problem solving skills
- Continually grow in your relationship with Jesus Christ.
- The ability to disciple others with their walk with Jesus.