

# UNITED CHRISTIAN FAITH MINISTRIES

## Adult Christian Formation Assistant Director of Marketing and Community Outreach

The Adult Christian Formation Classes offers eight courses to provide the believer with knowledge and a foundation to live life skillfully. The courses are offered in two series, our Spiritual Disciplines Series, and our Stewardship Series.

<b>Ministry Area/Department</b>	Discipleship
<b>Position</b>	Assistant Director of Marketing and Outreach
<b>Accountable To</b>	Adult Christian Formation Director
<b>Ministry Target</b>	Members
<b>Position Is</b>	Stipend
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Administration
<b>Talents or Abilities Desired</b>	Good organizational skills
<b>Best Personality Traits</b>	Expresser-leader, administrative-leader, or analyst-leader
<b>Passion For</b>	Education*Leading people to Christ • Helping others in their spiritual growth
<b>Length of Service Commitment</b>	One year

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** two hours a month

### RESPONSIBILITIES/DUTIES

1. Attend all monthly staff meetings
2. Develop marketing strategies and marketing campaigns for ACFC Curriculum (online presence and community presence)
3. Monitor and maintain online presence (including UCFM Website and social media)
4. Coordinate video shoots with our media team and videographer in an effort to capture action videos and testimonials
5. Develop marketing tools (flyers, brochures, testimonial videos)
6. Plan at least two community outreach events (partner with outreach area, attend local pop up shops, etc.)