



## **Position: Calvary Partner Network Administrator**

### **Purpose: Leadership, relationship-building, innovation, execution and oversight**

*The Network Administrator will provide oversight and support for the Calvary Partner Network. The Administrator will help congregations thrive by helping them develop clarity, vitality and adaptability. This person is responsible for facilitating the Network program, including the application process, in-person gatherings, site preparations, contracts, accommodations, presenters, coaches and facilitators, and managing the website that will serve as the primary weekly communication platform with the network churches, as well as social media.*

### **Hours: 20-25 hours per week.**

*The goal of the Network Administrator is to help us live out our mission by helping other churches live out our mission so we can lead even more people to a lifelong faith in Jesus Christ.*

### **Key Job Duties & Responsibilities:**

1. **Network Outreach:** (Focus: Leadership, relationship-building, marketing, engagement) This role is responsible for connecting churches with the Network's services. This person utilizes relationships to tell the story of the Network, market, recruit and serve churches. This role also creates and leverages a social media strategy, online marketing, Google keywords, YouTube, Facebook and LinkedIn ads, search engine knowledge, topical online events and watch parties to connect with churches, and move them to fully engaged members of the network.
2. **Online Services Coordination:** (Focus: Online execution, service programming) This role will ensure our website provides easy access to all resources on a weekly basis. This person will also produce online and video content. They are responsible for scheduling and leading production volunteers, and work closely with in-person staff to ensure online services are of the highest quality and meet ministry goals. They will also make sure the services and online events are made available on-demand on multiple platforms. This person will have on-camera and communication skills to welcome people to the service, and will also interact via social media.

3. **Program Coordination:** (Focus: Leadership, production, oversight) This role is responsible for oversight of the program, including the application process, in-person gatherings, site preparations, contracts, accommodations, presenters, coaches and facilitators.
4. **Support:** (Focus: Leadership, engagement) This role is responsible for supporting churches and helping them thrive. This can be accomplished by connecting them with Calvary resources and staff, or by facilitating connections with other organizations that are better equipped to help them thrive.

**Required Qualifications:**

- Bachelor's degree
- Minimum of 5-10 years ministry experience
- Comfort level with multiple denominations
- Demonstrated ability to develop a broad network of church-affiliated relationships
- Demonstrated ability to develop and execute social media strategies

**Working Conditions:**

- Reports to Lead Pastor
- Hybrid work environment (in-office and at home)
- Schedule will at times include night and weekend work
- Local area travel required
- Light lifting required (up to 20 pounds)

If you meet the qualifications and would like to apply, please send your resume to Calvary Lutheran Church via email at [hiring@calvaryalex.org](mailto:hiring@calvaryalex.org). Inquiries can be directed to Katie Rentschler, Business Administrator, or Hans Dahl, Lead Pastor, by calling 320.763.5178.

More information about the Calvary Partner Network can be found on our website at [www.calvarypartners.org](http://www.calvarypartners.org).