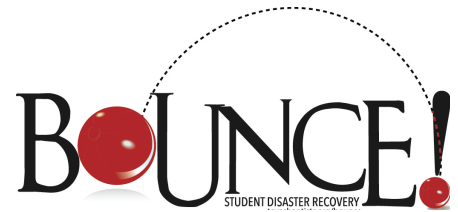


COMMUNICATION & MISSIONS SPECIALIST (CMS)



Qualifications

- Ability to relate to both adult and student participants
- Heart for mission service
- Preferred semester of summer mission experience
- Computer proficiency within a Windows environment
- Willing to learn new software applications
- Good verbal communication skills in front of a large crowd
- Writing ability
- Communication training preferred
- Ability to offer good customer service
- Ability to receive instructions and carryout assignments in a timely manner (good time management)
- Desire to be a cooperative, supportive member of a team

Contractor/Ministry Responsibilities

- Educate student participants regarding opportunities for mission service
- Set up, maintain, and conduct the "Club 28:19" where participants can access missions information
- Conduct 2-3 Missions Highlights during worship throughout the week
- Promote the BOUNCE offering to be received during Thursdays worship service
- Make sure Group Leaders are aware of the collection process for the BOUNCE offering, so they can prepare their students
- Secure and count the BOUNCE offering with the assistance of the Mission Administrative Specialist and the Mission Coordinator
- Develop "PRESS RELEASE" to be sent to local media
- Work with Local Logistics Coordinator (LLC) to make contact with local media outlets
- Contact local media through a "pitch call" to make sure they received the release, to introduce yourself, and to let them know you are available to help them with any media coverage they might want to do regarding BOUNCE
- Identify prospective Ministry Worksites with the help of MC and Construction Coordinator (CC) for media to visit
- Identify and recruit students who could be good BOUNCE representatives for media interviews
- Maintain a media log (contact information, the story they did, the media), and secure copies of any media coverage to be return to the BGCT
- Send "Thank You" notes to any media representatives who covered BOUNCE
- Write and post the daily BOUNCE Blog
- Post the daily schedule
- Maintain the BOUNCE app
- Set up and maintain Operation Affirmation area near "Club 28:19" and The Merch Table
- Lead a portion of BOUNCE Bash
- Assist MAS and MC with registration check in
- Participate in daily staff meetings and Team devotionals
- Encourage and spend time with participants
- Other duties as assigned