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## OFFICE & COMMUNICATION MANAGER

### POSITION SUMMARY

The Office & Communication Manager leads front-office operations in an exciting, collaborative environment of a newly forming staff team. Partnering with colleagues, this role has a distinct emphasis on creating and managing internal and external communications that further the mission of Holy Cross.

This is a full-time weekday position with competitive compensation and a strong benefit package.

### RESPONSIBILITY SNAPSHOTS

- *Office Management*
  - Lead daily office operations in support of our growing ministry staff team.
  - Engage visitors, church and preschool families, and callers with tact and attention to deliver consistently positive interactions.
  - Coordinate accounts payable and financial requests between ministry and accounting firm.
- *Communications & Branding*
  - Coordinate an intentional and engaging communications strategy; including but not limited to weekend print material, weekend media, email, web content, and social media.
  - Foster a high standard of content and delivery quality.
  - Ensure that all communication expresses the mission and values of Holy Cross in a cohesive and positive voice.
  - Maintain an organizational calendar to support and anticipate timely promotion.
- *Other Responsibilities*
  - Engage and empower volunteers to assist in carrying out ministry.
  - Work with outside contractors as needed for equipment or project support.
  - Participate in appropriate meetings and events.
  - Manage budgets within the areas of assigned responsibility.

### QUALIFICATIONS

- Strong Christian faith with a passion for engaging people in fulfilling the organizational mission.
- Excellent written communication skills.
- Collaborative team member, able to effectively work with both staff and volunteers.
- Attentive to detail, both visual and textual content.
- Able to leverage appropriate software and technology to support role effectiveness.
- Knowledge of current trends and best practices in communication and media; preferred.

### MANAGES

- Volunteers, staff, and contracted parties in areas of responsibility.

### ACCOUNTABILITY

- Senior Pastor