Position Description

TITLE: **NextGen Communications Director**
I REPORT TO: **Executive Director, NextGen & Local Outreach**
LAST REVIEWED/UPDATED: **October 2025**
EMPLOYMENT CATEGORY**: Part Time, 21 Hours**

Qualifications:

- A genuine love for Jesus and a heart for children and families
- A life that reflects a growing personal relationship with Jesus
- Passion for and ability to champion the *Orange* strategy in programming and relationships
- Clear and compassionate communicator, both verbally and in writing
- Committed to excellence through strong attention to detail, accuracy, and follow-through
- Ability to recruit, train, and inspire volunteers
- Experience in team building, vision casting, leading teams
- Collaborative team player who works effectively within and across ministries and staff
- Self-motivated, flexible, and well-organized in managing responsibilities
- Four-year degree preferred or equivalent ministry or professional experience

General Responsibilities – NextGen Communications Director:

- Develop and lead effective NextGen communication that connects and equips parents, volunteers, and staff across all campuses.
- Capture and share stories that celebrate God's work in NextGen through print, web, and social media.
- Maintain and improve NextGen communication content—online, in print, and in ministry environments—to keep families and volunteers informed and engaged.
- Work with ministry leaders and the Communications Director to create and promote NextGen events that serve families well and reflect GBC's heart and brand.
- Use the NextGen calendar to guide communication timelines, gather program details, and share information with staff as needed.
- Oversee and respond to NextGen email communications.
- Maintain meeting schedules, calendar, and task/project management system.
- Support and help lead key NextGen events including Christmas/Easter, Child Dedication, Parent Experiences, and Summer's Best Week.
- Follow and uphold all church policies and procedures.
- Participate in ongoing program evaluation and improvement.
- Cast vision and set ministry goals in alignment with NextGen ministry plans.
- Manage budgets and expenditures with wisdom, integrity, and accountability.
- Serve as the NextGen representative on the GBC Administrative Team.
- Guide and manage interested volunteers via general interest inquiry (volunteer processing).
- Perform other departmental tasks as assigned.