



Job Title: Resound Executive  
Report To: Resound Team Leader

Hours Required: 8-12 hours per week plus additional hours on ad hoc basis

#### Brief Summary of Role:

The Resound Executive provides administration and implementation support to the Resound Team Leader and Leadership Team. He/She plays an essential role in ensuring that Resound initiatives are executed and the Resound Leadership Team is supported in the building of this new ministry.

#### Detailed Job Description

- Administration and Coordination
  - Coordinate the schedule and attendance for Resound meetings and calls
  - Coordinate and organize the calendar of Resound events, seminars and conferences
  - Coordinate Resound visits and membership of potential Resound churches
- Drafting and Documentation
  - Collate and compile existing church resources
  - Draft resources and documents based on compiled resources
  - Generate resources to help flesh out gospel centrality in Resound churches
- Execution of Resound initiatives & meetings
  - Co-ordinate and plan for Resound initiatives and meetings
  - Prepare and manage agenda, taking notes and minutes for meetings
  - Plan, execute and drive new initiatives and actions discussed in meetings
  - Plan, execute and drive marketing, registration, coordination of venue and schedule for Resound in-person gatherings
  - Administrate and host online Resound meetings
- Communication
  - Plan and execute regular communication materials for Resound churches, and also members of Resound churches that give insight into the work of Resound
  - Plan and execute regular communication materials for people who register interest in Resound initiatives and events.
  - Manage the Resound website and other social media collaterals
- Bookkeeping
  - Coordinate contribution of Resound churches and manage Resound budget
  - Ensure adequate and proper records for transactions with the Resound account.
  - Work with the team on planning the annual budget.
  - Work with an external team to manage audits and administration of transactions.

### Skills & Desired Traits

- Excellent organizational and time-management skills
- Strong communicator: verbal and written articulation
- Self-motivated, takes initiative, eager to learn and grow
- Strong interpersonal skills, able to mobilize people and work in a team
- Has a heart for people
- Believes in the vision, mission, values and statement of faith of Resound

To apply, please submit your cover letter and resume to [info@resoundchurches.org](mailto:info@resoundchurches.org)