

Transitional Business & Communication Manager

Position Overview

The Great Lakes Region is seeking a part-time Transitional Business & Communication Manager to provide general administrative and communications support. The position is intended to span a transition period of reorganization during 2026. The hired professional will be welcomed to apply for the intended new position anticipated in 2027.

The TB&C Manager is a key employee managing the region's business operations, supporting and coordinating conferences and events, creating and updating membership databases and legal documents. The TB&C Manager creates and fosters communications throughout the region including on the GLR website, facebook and YouTube accounts.

The TBC Manager works directly with the Board President and supports the Board, regional teams, ministries and leaders, in ensuring smooth operations, effective communications and support throughout the region.

Current average workload, 10 hours/week. Hours are flexible, with the exception of work requirements during the GLR annual membership meeting, any GLR conferences, and other dedicated events. Conference attendance is as an employee, not a participant or vendor, unless otherwise coordinated with the Board president.

Key Responsibilities

- Provide administrative support under the direction of the Board president; weekly check-ins
- Oversee the main email accounts and monitor website form submissions to ensure consistent communications forward to appointed board members; Mon-Fri.
- Maintain regional member ministries/leadership database using Breeze and Google docs; quarterly
- Liaise with Unity to update the regional database, as well as update website listings; biannual
- Maintain website on One Each platform; create new pages and update existing content as needed, including the calendar, staff/board changes, event promotion, and more; identify areas for improvement and increased traffic outcomes; weekly

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- Manage support events, which includes liaising with hosts, approving new registrations in Breeze CMS, sending email reminders, editing video recordings, promotions on region sites; on-going
- Produce and send regional newsletter with content provided by the board, employees, regional partners; monthly
- Produce event-related mailings for conferences, etc. as needed; proofread and edit content for grammatical accuracy
- Maintain databases, file systems, and apps (Google Drive, Constant Contact, Zoom, etc.); weekly
- Produce and administer surveys and tabulated results as directed by the Board President; occasional
- Assist the Board President with the annual regional business meeting (virtual and/or in-person) and presentations, update related website and forms, oversee registrations, and run Zoom event; annually
- Work with GLR conference coordinators to produce digital assets and promote the conference, provide marketing materials, oversee registrations, order supplies, and provide general support at the event as directed by the conference team; ongoing Jan-Sept (travel required)
- Promote approved GLR and ministry events on the website, in the newsletter, and by other relevant means; monthly
- Oversee social media accounts and monitor comments; weekly
- Create additional social media presence as directed by the Board President
- Design digital art in Canva for the website, newsletters, GLR events, social media, etc., including creating marketing materials for GLR conferences and events (posters, postcards, etc.); weekly
- Manage administration of Google Workspace accounts for all board and staff (create accounts, update groups, archive, etc.); provide support and training on all systems; annually and as needed
- Maintain a Unity consciousness balanced with a professional demeanor at all times
- Foster a prosperity attitude and be a mindful steward of regional finances

- Other duties as required within the scope of the position

Skills

- Highly proficient/independent computer skills required
- Highly proficient/independent knowledge of software and apps as outlined below
- Ability to prioritize work and self-manage with minimal day-to-day direction
- Excellent organizational skills
- Excellent written communication and interpersonal skills
- Knowledge and experience in using sound business management procedures
- The ability to be flexible, to learn and incorporate new methods and procedures into current systems
- Design skills for graphics used on the website, in newsletters, promotional materials, etc.
- A solid understanding of, and willingness to apply, Unity principles on the job

Qualifications

- Bachelor's degree desired; marketing and communications experience preferred
- Three to five-year's experience in related fields
- Employment or volunteer service in a Unity setting preferred
- Candidates must demonstrate the skill requirements for this position submitting a portfolio of digital assets created for the assigned event.
- Candidates must live in the Great Lakes Region

Software & Apps

Google Workspace, Breeze, Tithly, Constant Contact, Canva, Facebook, YouTube, Asana

Compensation

\$1,300 per month.