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— MINISTRIES —

Job Title:	Communications Team Lead	Shift:	Part Time or Full Time
Department/Group:	Terradez Ministries	Shift times:	8am–12pm or 8am–4pm MT
Location:	In-Office	Travel Required:	As Needed
Level/Salary Range:	\$19-\$21 Per Hour	Position Type:	Part Time or Full Time
Reporting to:	Founding Officers	Date Posted:	06/22/2026

Applications Accepted By:

EMAIL:

INFO@TERRADEZ.COM

MAIL:

Terradez Ministries
6660 Delmonico Drive
Suite D272
Colorado Springs
CO 80919

Job Description

POSITION SUMMARY

Terradez Ministries is seeking a spiritually mature, servant-hearted Communications Team Lead to provide leadership, ministry oversight, and administrative direction for the Communications Department. This role exists to ensure that every interaction with Terradez Ministries reflects the love of God, the spirit of faith, and a culture of excellence.

This position may be filled on either a part-time or full-time basis depending on the candidate's qualifications, experience, and availability. The Communications Team Lead will oversee the Communications Specialist and Partner Relations Specialist while remaining actively involved in ministry care, partner relationships, prayer support, and constituent engagement. Based in Colorado Springs, this role works closely with ministry leadership and staff to ensure effective communication, exceptional constituent care, and departmental excellence.

WHY THIS ROLE MATTERS

The Communications Team Lead plays a vital role in helping Terradez Ministries fulfill its mission by ensuring every partner, donor, student, and constituent experiences exceptional ministry care, clear communication, and authentic Christian service. This position helps build relationships, develop people, and extend the reach and impact of the ministry.

SPIRITUAL REQUIREMENTS

- Demonstrate a mature and growing personal relationship with Jesus Christ.
- Agree with the vision, values, and Statement of Faith of Terradez Ministries.
- Maintain a lifestyle consistent with Biblical principles and Christian leadership.
- Be actively involved in a local church body.
- Possess a heart for ministry, discipleship, and serving others.
- Demonstrate spiritual maturity, integrity, humility, and a servant-leadership mindset.
- Be comfortable praying with partners, donors, students, and constituents.

MINISTRY LEADERSHIP

- Serve as the spiritual leader of the Communications Department.
- Provide prayer, encouragement, and biblical counsel to partners and constituents as needed.

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- Support ministry phone lines, prayer requests, and correspondence during high-volume periods.
- Ensure all communications reflect the values, doctrine, and culture of Terradez Ministries.
- Cultivate an atmosphere of faith, compassion, and excellence within the department.
- Participate in ministry events, conferences, partner gatherings, and outreach initiatives.
- Assist leadership in identifying ministry opportunities and constituent care needs.

TEAM LEADERSHIP & DEVELOPMENT

- Lead, coach, and develop the Communications Specialist and Partner Relations Specialist.
- Conduct regular team meetings, coaching sessions, and performance reviews.
- Train team members in ministry care, communication excellence, and ministry systems.
- Foster collaboration, accountability, and a servant-leadership culture.
- Assist in recruiting, onboarding, and developing team members.
- Model professionalism, integrity, and Christ-centered leadership.
- Provide in-person leadership, coaching, and support to Communications Department staff.
- Collaborate closely with ministry leadership and other departments from the Colorado Springs office.

PARTNER & CONSTITUENT RELATIONS

- Oversee communications with partners, donors, students, and the public.
- Ensure timely follow-up on inquiries, prayer requests, and ministry needs.
- Strengthen partner engagement and supporter relationships through effective care and communication.
- Support strategies and initiatives that deepen connections with the ministry and improve retention.

ADMINISTRATIVE OVERSIGHT

- Ensure accurate processing of donations, product orders, CRM records, and communication databases.
- Maintain departmental systems, workflows, and procedures.
- Monitor communication metrics, response times, and service standards.
- Prepare reports and updates for ministry leadership.
- Coordinate departmental projects and communication initiatives.
- Ensure compliance with ministry policies and operational procedures.

QUALIFICATIONS

- Demonstrated Christian maturity and agreement with the vision and values of Terradez Ministries.
- Strong knowledge of the Word of God
- A passion for helping people grow in their relationship with Jesus.
- Previous ministry leadership, team leadership, or supervisory experience preferred.
- Ministry-related degree or equivalent experience required.
- Charis Bible College graduate preferred but not required.
- Strong organizational, communication, and interpersonal skills.

PREFERRED SKILLS

- Strong pastoral care and ministry skills.
- Exceptional written, verbal, and phone communication abilities.
- Leadership and team development experience.
- Excellent administrative and organizational capabilities.
- Ability to balance ministry opportunities with operational responsibilities.
- High level of professionalism, discretion, and emotional intelligence.

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- Experience with CRM systems, donor databases, and ministry software.
- Self-motivated with the ability to lead others while managing multiple priorities.

CORE COMPETENCIES

- Spiritual Leadership
- Ministry Care & Pastoral Support
- Team Development & Coaching
- Communication Excellence
- Partner & Constituent Relations
- Administrative Stewardship
- Problem Solving & Decision Making
- Organizational & Time Management
- Conflict Resolution
- Vision Alignment & Culture Building

SUCCESS METRICS

- High-quality ministry care and constituent engagement.
- Strong partner retention and satisfaction.
- Healthy team culture and staff development.
- Timely communication and response standards.
- Accurate records, donations, and CRM management.
- Achievement of departmental and ministry goals.

Reviewed By:	Hannah Lavrenz	Date:	06-22-2026
Approved By:	Carlie Terradez	Date:	06-22-2026
Last Updated By:	Dulcea Johnson	Date/Time:	06-22-2026