

Job Title: Temporary Communications Coordinator
Reports to: Director of Engagement
Classification: Non-Exempt
Status: Temporary/Part-Time

SUMMARY

The Temporary Communications Coordinator helps the Communications Team move projects from concept to completion. S/he works collaboratively and independently to develop, prepare, and distribute original content across churchwide platforms. S/he clearly and consistently communicates Faith Church's purpose, culture, values, and priorities. S/he helps to manage Faith Church social media.

RESPONSIBILITIES

- Assists the Director of Engagement in executing communication strategies
- Supports sermon series and ministry communication efforts
- Distributes weekly content across churchwide platforms
- Receives and processes communication requests in a timely manner
- Performs other related duties and assignments as needed

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- At least two years of relevant experience
- Excellent verbal, written, and visual communication skills
- Excellent organizational and project management skills
- Attention to details
- Proficient in basic word processing applications
- Ability to adapt quickly to a changing communication technological environment
- Creative, innovative, flexible, strategic collaborator
- Ability to receive and incorporate feedback

TIME COMMITMENT

28 hours per week (approximately 3 months)

SUPERVISORY RESPONSIBILITY

No direct reports

PHYSICAL DEMANDS

The physical demands of this job require frequent sitting, standing, walking, bending, lifting, and use of hands and arms. Also, this job requires specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers/printers, paper cutters, and paper folder.

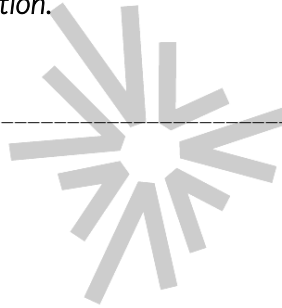
OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee _____ Date _____



faith church