

Job Title: Communications Coordinator
Reports to: Director of Communications
Classification: Non-Exempt
Status: Full-Time Employee

SUMMARY

The 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.

RESPONSIBILITIES

- Assists the Director of Communications in executing communication strategies
- Writes, adapts, and edits communication using a consistent brand voice
- Supports sermon series and ministry communication efforts
- Contributes ideas to creative processes
- Distributes weekly content across churchwide platforms
- Captures and edits an assortment of high-quality photos
- Recruits, schedules, and trains volunteer photographers
- Contributes to the design, production, and content management of print and digital materials
- Receives and processes communication requests in a timely manner
- Assists with emergency communications, i.e., weather-related closures
- 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

- Bachelor's degree; Communications, Marketing, English or related field preferred
- At least two years of relevant experience
- Excellent verbal, written, and visual communication skills
- Proper understanding of grammar and proofreading skills
- Proficient in photography and photo editing
- Excellent organizational and project management skills
- Attention to details

- Proficient in the use of the Adobe Creative Suite and 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

40 hours per week, Monday – Friday (occasional Sunday)

SUPERVISORY RESPONSIBILITY

No direct reports

PHYSICAL DEMANDS

The physical demands of this job require frequent 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 partially in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers/printers, paper cutters, and paper folder. Part of this job also entails working as a photographer during services and other large events.

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_____