

Job Title: Communications Coordinator
Report to: Bill Blue (Administrator)
Lorie Purdy (Office Manager)

Position Overview

Coordinates and implements internal and external communication strategies for Grace Church and its various ministries. This is a part-time, salaried position with occasional evening and weekend responsibilities as needed to meet ministry goals. Hours will average 20-25 per week.

Essential Job Functions

- Oversee church-wide communications including weekend/special event programs, announcements, website, eNewsletter, printed brochures, ticket purchasing, banners, direct mail, ministry promotions, etc.
- Serve as a resource to staff and ministry volunteers with design, copywriting, website, printing, etc for ministries and as a trainer/equiper for these areas.
- Coordinate external/outreach communications such as direct mail, advertisements, newspapers, billboards, etc.
- Continually re-assess and recommend improvements to our communication strategies in an effort to be culturally relevant, attractive to our community and effective in communicating with our church body.
- Manage volunteer-friendly processes for gathering ministry information, resourcing volunteers and maintaining Grace Church quality standards in order to have consistently accurate, attractive and accessible information on the body life at Grace Church in current and future media formats.
- Other office related support tasks as needed and/or assigned.
- Maintain confidentiality of documents and information as required.

General Requirements

- Must be a committed follower of Jesus Christ.
- Must have a servant's heart.
- Must adhere to and support the vision and philosophy of Grace Church and its leadership.
- Must possess organizational, multi-tasking, and project management skills. Able to meet deadlines and time sensitive requests.
- A team player as well as able to lead others.

- Must possess a strong work ethic.
- Must have a heart focused on ministry, not just a job.
- Ability to maintain a positive outlook and spirit of teamwork even in the midst of time sensitive projects and a busy office.

Required Skills & Abilities

- Ability to communicate verbally and in writing with excellence. Able to write on behalf of different ministries and capture the “voice” of Grace Church.
- Knowledgeable with graphic programs such as InDesign, Photoshop, etc.
- Able to create imagery and text to communicate spiritual content in a manner and quality consistent with Grace Church.
- Able to learn and become proficient at new technology (such as website support programs) and church database.
- Excellent skills with Microsoft Office including Outlook.
- A degree and/or professional experience in communications, graphic design, marketing or similar field preferred.