

Job Description

Communication Coordinator

Position Title: Communication Coordinator

Position Type: ½-Time Hourly (20 hrs/week) Support Staff

Reports To: Lead Pastor

About This Role

The primary role of the Communications Coordinator is to develop and oversee effective church-wide communication. The Communications Coordinator facilitates an effective, comprehensive, and consistent communications strategy and manages the church's website, social media presence, and production of print materials.

Responsibilities:

1. Oversee the design, development, and production of printed and digital materials/media including weekly bulletins, brochures, posters, signs, social media, weekend service slides, emails, and advertising.
2. Provide quality control checks for communication produced by all ministry departments.
3. Regularly review the church website for outdated/inaccurate information, broken links, etc.
4. Collaborate with the "leadership team" to identify priorities and determine direction for communications efforts based on the church's yearly calendar, goals, and initiatives.
5. Coordinate all communications with the "leadership team" to ensure consistent messaging across weekly bulletins, the website, emails, slides, and social media content.
6. Collaborate across various ministry areas to maintain accurate website information, create communications plans, produce communications materials and content, and support event promotion and other needs.
7. Develop and implement a standardized style for all communications, whether digital or print (i.e. logo, letterhead, font, formatting, etc.).
8. Ensure weekend service audio/video/graphics are produced, in place, and correct in our presentation software.
9. Recruit, train, and lead volunteers to implement communication strategies.
10. Other duties as assigned.

Requirements:

1. Because of the unique nature of Christian ministry, all employees shall have come to an authentic personal faith in Jesus Christ and membership in Evangelical Free Church of the Palouse is a requirement of employment.
2. Excellent written communication and project management skills.
3. Attention to detail, accuracy, and a commitment to excellence.
4. Excellent organizational skills with the ability to manage a number of tasks, projects, and responsibilities.
5. Experience with website management and design.
6. Experience with video editing.
7. Demonstrable evidence of communication best practices (i.e. social media, graphic design, engaging writing).
8. Previous experience in marketing, management, and/or communication.