

Communications Coordinator Job description

Overview

The Valley Presbyterian Church (VPC) communications coordinator's primary goal is to build relationships and increase engagement across the congregation and surrounding communities.

Primary responsibilities to accomplish this goal are:

- Coordinating and collaborating with the operations director to produce all internal and external communications;
- Driving the implementation of the communications strategy;
- Managing outside communications contractors as needed;
- Ensuring all communications are consistent with the VPC communication standards.

Tasks

The communications coordinator is accountable to and reports to the senior pastor, working closely with the director of operations. The communications coordinator manages:

- Community engagement: Using digital, print, social media, signage and local publications,
 - build community within the congregation;
 - connect VPC to the outside community.
- Church website
 - Coordinate, update and maintain all content weekly. May outsource design and/or train staff to help with tasks as appropriate.
- Newsletters
 - Edit content for weekly newsletter in coordination with the director of operations.
- Social media
 - Collaborate with the pastor and communications committee to develop and implement social media strategy.
- Public relations
 - Coordinate with communications committee to provide newsworthy events to local media outlets.
- Special campaigns
 - Collect materials and build collateral, contracting design work as needed.

Qualities

- Excellent written and verbal communication skills;
- Ability to work as a team member;
- Ability to manage a schedule to accomplish numerous tasks in a timely manner;
- Organized and efficient with attention to detail;
- Ability to quickly adapt to, and help drive change;
- Willingness to learn and grow both personally and professionally.

Skills

- Ability to use office tools with ease and comfort, including computer applications (Adobe Creative Suite, Google docs, and Microsoft Word), email (including Constant Contact or MailChimp), scheduling software, and church database software;
- Keen analytic abilities;
- Proactive nature to anticipate and solve problems;
- Ability to understand and adhere to brand strategies;
- Basic graphic design and creative directing skills.

Education and experience

Degree in communications, marketing, or related field. 3-5 years of experience, with a preference for experience in non-profit or religious organizations.

Schedule and compensation

- An average of 8 hours per week;
- Variable number of hours each week based on church needs;
- Compensation \$25 per hour;
- Can work remotely.

Contact

Application: Cindy Ressi, Director of Operations, office@valleypreschurch.org

Questions: Joe Khirallah, Chair of Communications Committee, joe@greenbeargroup.com