

**CHRIST CHURCH AT GROVE FARM
POSITION DESCRIPTION**

COMMUNICATIONS COORDINATOR

DEFINITION

The Communications Coordinator is a part-time (20 hours/week) position that assists the Communications Manager in executing the communication and marketing strategy for Christ Church at Grove Farm.

This position will have the opportunity to work in a fast-paced, sometimes changing environment, handling three major aspects of digital media: graphic design and layout, website design and maintenance, and social media content creation and marketing within a ministry setting.

The Communications Coordinator is expected to contribute to the staff's team spirit through fellowship, encouragement, leadership, prayer, cooperation, and participation.

MINIMUM QUALIFICATIONS

- Be in agreement with and publicly support the doctrinal position of Christ Church at Grove Farm.
- Exhibit Christian character, authentic faith, and a love for Jesus Christ
- Has a bachelor's degree in graphic design, digital media, or related field with a continuous desire to learn.
- Has a minimum of two years of experience working with digital media.
- Familiar with Adobe Creative Suite.
- Working knowledge of Photoshop, Illustrator, WordPress, and Microsoft Office.
- General understanding and utilization of social media platforms.
- Has strong administrative and organizational skills, able to multi-task and prioritize work.
- Possesses excellent verbal and written communications skills.
- Proficient in writing and editing.
- Is a stable, mature, and growing Christian with an exemplary personal, marital (if applicable), and family life.

RESPONSIBILITIES

ADMINISTRATIVE

- Provide administrative support for the Communications Manager.
- Create and maintain communications calendar.
- Organize and prioritize ministry promotions.
- Gather event and activity information from the ministry leaders.
- Print, cut, and prep design pieces.
- Order and upload completed artwork for outsource printing.

GRAPHIC DESIGN

- Design graphics for ministry programs and events.
- Design and layout promotional pieces.
- Create slides for Livestream and in-house services and events.
- Research graphic design trends.

SOCIAL MEDIA

- Create weekly content calendars.
- Create and source social media content.
- Research new engagement strategies and current trends for social media.
- Record analytics.
- Conduct external benchmark of peer church's social channels.

WEBSITE

- Create, upload, edit, and update website content.
- Create and build webpages for promotions and events.
- Write content.
- Record analytics.
- Conduct external benchmark of peer church's websites.

PHOTOGRAPHY

- Photograph services, events, programs, life of church, etc.
- Edit and catalogue photos.

ADMINISTRATIVE RELATIONSHIPS

- Reporting and Evaluation – This position will be accountable to, supervised by, and maintain a close working relationship with the Communications Manager.
- Coordination – Work effectively with staff, volunteers, and lay leaders.