

Communications & Media Coordinator

Lake City Community Church (LC3) – Lakewood, WA
Reports to: Communications Director
Part-Time (25 hours/week) | Hourly, Non-Exempt

Position Summary

The Communications & Media Coordinator supports the mission of LC3 through digital communication, media production, social media management, website updates, podcast publishing, and email communication. This role helps communicate church events, ministries, and gospel-centered content through creative and organized digital engagement.

Key Responsibilities

- Create, schedule, and publish content for social media, email newsletters, website/app, podcasts, and video platforms.
- Capture and edit photo, video, and audio content for services, events, and ministry promotion.
- Upload and organize media content across digital platforms.
- Maintain branding consistency and current communication materials.
- Coordinate with ministry leaders to support church-wide communication initiatives.
- Monitor engagement metrics and maintain media archives.
- Assist with additional communication and media needs as assigned.

Qualifications

- Commitment to the mission and values of LC3.
- Strong organizational, communication, and time-management skills.
- Ability to manage multiple projects and deadlines.
- Experience with digital communication and media tools preferred, including Canva, Adobe Creative Suite, Mailchimp, Planning Center, website CMS platforms, and social media management tools.
- Experience with photography, video editing, podcasting, or livestream systems is a plus.

Schedule & Working Conditions

This position is based at LC3 with some flexibility for hybrid work as approved. Evening and weekend availability is occasionally required for church services and ministry events.

Compensation & Classification

- This position is classified as non-exempt under the Fair Labor Standards Act (FLSA) and Washington State labor laws.
- Overtime will be compensated in accordance with applicable law and must be approved in advance.
- Employees are required to accurately record all hours worked.
- Sick leave accrues in accordance with Washington State law.