

Position Description

Communications Coordinator

Position Summary: Provide strategic and tactical leadership and execution to overall communications, handling both internal and external communication under the visionary and strategic oversight of the Worship Pastor.

Reports to: Worship Pastor

Position Responsibilities

1. **Branding** - Ensure a strong and consistent Grace Church brand across all platforms, including website, social media, email, stage, lobby, and print materials and guide staff in maintaining those same standards and goals.
2. **Communication Strategy** - Develop and implement ongoing communication and marketing strategies that help people connect, engage, and take next steps at Grace Church.
3. **Communication Design** - Oversee all graphic design, promotional materials, and sermon series visuals, and assist in developing creative marketing plans for major events and church-wide initiatives.
4. **Communication Alignment** - Maintain a clear communication strategy by directing all church communication toward Grace's primary communication platforms and ensuring consistency across all ministries.
5. **Communication Initiatives** - Participate in planning for sermon series, major events, and seasonal initiatives to help develop clear and effective communication plans.
6. **Communication Priorities** - Manage communication requests from staff, determine appropriate timelines, and help ensure all communication aligns with church-wide priorities, standards, and calendar planning.
7. **Communication Execution** - Oversee church-wide email communication, event promotion, and collaboration with staff to maintain clear and unified messaging.
8. **Digital Content** - Manage the church website, social media, and digital platforms to ensure information is accurate, easy to find, and consistent with the Grace Church brand. Upload weekly sermons, podcast content, and social media content, and coordinate photography, video, and other media as needed.
9. **Team Development** - Recruit, train, and develop volunteers to support areas such as photography, video, design, and social media, building a team that expands the effectiveness and reach of communication at Grace Church.
10. **Results** - Evaluate communication effectiveness through engagement, participation, and response metrics, and adjust strategies to improve clarity and impact.

General Responsibilities

- Be With and Be Like Jesus
- Embrace a “Send Me” Attitude
- Trust that God Can
- Honor Others with Honesty
- Lead Yourself and Others

Qualifications & Skills

1. Effective design, communication, and marketing abilities
2. The ability to think and plan strategically
3. Highly organized
4. Strong work energy

Classification: Full-time, non-exempt

Hourly Commitment: 30 hours per week