



CHRISTCOMMUNITY

JOB DESCRIPTION

Communications Coordinator

CHRIST COMMUNITY EXISTS TO MAKE GOSPEL-CENTERED DISCIPLES AMONG ALL PEOPLE FOR THE GLORY OF GOD.

THE GOSPEL ABOVE ALL

More than anything else, Christ Community is a church that is about the gospel.

Jesus tells his disciples and those who would follow, “All authority in heaven and on earth has been given to me, go, therefore, and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe everything I have commanded you. And remember, I am with you always, to the end of the age.”

We believe Jesus radically changes a person’s life. We are to remind ourselves daily that we have been set free from the power of sin and condemnation and to live in light of this freedom. We do not work for our salvation, but our salvation has been given to us freely by God himself through faith in Christ. Therefore, we are to live out the gospel of grace every day in our personal lives as well as with those we are around.

OUR CORE VALUES

BIBLICAL AUTHORITY
INTENTIONAL WORSHIP
COMMITTED COMMUNITY
BUILDING FAMILIES
RADICAL GENEROSITY
PRAYERFUL DEPENDENCE
STRATEGICALLY SENT

OVERVIEW

Purpose and Primary Responsibilities: The Communications Coordinator will handle a wide range of internal and external communications. These will include administrative and creative tasks for the organization. This person must be exceedingly well organized, flexible, and enjoy challenges. Must be technologically and social media savvy with high capability to effectively communicate through electronic media. This employee must have the ability to interact with all levels of internal staff, congregants, visitors, and external church relationships in a fast-paced environment. Must remain flexible, proactive, resourceful, and efficient with a high level of professionalism. Written and verbal communication skills, strong decision-making ability, and attention to detail are equally important. In addition to the specific responsibilities below, the Communications Coordinator will be responsible for such duties as assigned by the Lead and/or Executive Pastor.

ESSENTIAL RESPONSIBILITIES

- **Churchwide Messaging**
 - Direct all communications across multiple campuses and ministries
 - Direct all Sunday service communications, alongside the Administrative Assistant to the Lead Pastor and the Lead Pastor
 - Create content and/or direct graphic design to provide creative direction for all print materials, including a weekly bulletin
 - Plan, create, and/or edit churchwide emails
 - Schedule and write announcements
 - Provide creative direction for slides and share with worship team
 - Work with Leadership Team on public relations and special announcements
- **Marketing**
 - Oversee and maintain all digital platforms including, but not limited to, social media and web
 - Plan, provide creative direction, and coordinate print materials
 - Identify and pioneer new pathways to enhance the efficacy and reach of Christ Community through digital platforms, ad and mail campaigns, SEO, and other channels
 - Create and implement a comprehensive social media strategy that serves to advance the mission of Christ Community
- **Design/Storytelling**
 - Oversee campaigns during key times of the year such as summer giving campaign, Easter, Christmas, and fall kickoff
 - Proof all emails going to large groups of people from various ministries
 - Work with the worship team to tell the story of what God is doing through Christ Community with photography, videography, and other visual tools
- **Leadership/Coordination**
 - Cultivate a culture of creativity, excellence, collaboration, and missional focus among staff and volunteer teams
 - Develop churchwide and ministry-specific guidelines
 - Partner with ministry leaders on their communication strategy
 - Lead and provide direction for graphic design
 - Create and maintain a comprehensive communication calendar
 - Safeguard the reputation of Christ Community by monitoring the look and feel of all content, keeping all communications in line with the culture and values

ESSENTIAL ABILITIES

- Create and/or coordinate dynamic visual content for sermon series, upcoming events, special initiatives, and other projects.
- Demonstrate working knowledge of CCB, Office Suite, MailChimp, and WordPress with a commitment to grow in proficiency.
- Possess a *strong* ability to lead a creative team, working with members who specialize in a variety of disciplines (i.e., graphic design, video, social media, app development, etc.)
- Direct individuals with or possess a working knowledge of the Adobe Creative Suite (specifically Photoshop, Illustrator, Lightroom, After Effects, and Premier.)
- Direct individuals with or possess a working knowledge of DSLR cameras; understands best practices related to photography, videography, lighting, and audio.
- Possess the ability to create content from scratch, demonstrating a strong eye for typography, color, layout, and overall design.
- Demonstrate a strong ability to communicate clearly and effectively in written, verbal, and digital platforms.

ESSENTIAL ATTRIBUTES

- Must model a deep commitment to Jesus.
- Must be committed to the mission, vision, and values of Christ Community Church.
- Must maintain membership at Christ Community Church.
- Must be highly organized with attention to detail.
- Must possess an attitude of service with a drive to accomplish our mission.
- Must agree with the Baptist Faith and Message 2000.

Initials _____

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