**JOB DESCRIPTION**

Job Title: Part Time Contract Communications Coordinator

Hours: 20 hours per week

Primary Job Location: Christ Church Episcopal, Greenville, South Carolina

Date Revised: May 2021

**Ministry Summary**

Consistent with all other positions at Christ Church, the goal of this position is to, “Embrace, Equip, and Empower Apostles to Serve Jesus Christ.”

The Communications Coordinator assists the Director of Strategic Marketing and Communications (DSMC) to maintain the digital and paper communication of the church, both inwardly within the parish family and outwardly to the community at large. The Coordinator is responsible for the week-to-week function of the Communications ministry area. This includes supply orders, administrative tasks, invoice processing, weekly communications with the parish, and social media content curation. The Coordinator also assists the DSMC with online content from the church such as, maintenance of the church’s video channels, dissemination of video content, and other digital distribution channels. The position assists the DSMC with the external presence of Christ Church on web-based platforms and also monitors conversation around the church and engages with followers on various platforms.

The duties of the office will be performed with a focus on teamwork, creativity, service, communication, collaboration, and engagement with staff and parishioners alike to foster an environment of Christian service with an emphasis on ways to continuously improve.

**Essential Job Functions and Primary Responsibilities**

Communications Coordinator responsibilities:

* Assist the DSMC in developing and executing a master communications plan for Christ Church, ensuring all appropriate communication vehicles are coordinated and used to effectively communicate the mission and vision of Christ Church. Work with other staff members to ensure that communications needs are being met and standards upheld in all published/printed/distributed communications pieces.
* Design, layout, and print weekly the Community News. Proof and print worship bulletins for all services in coordination with the Program Coordinator for Liturgy & Music.
* Maintain website, including approving and publishing all submitted changes. Publicize the website, and ensure everyone can easily access information about the life and ministry of our parish.
* Gather information for the monthly calendar. Lay out, print and proof calendar and arrange for its distribution.
* Design and publish the weekly e-blast and other parish-wide e-blasts. Coordinate with DSMC and other staff members on the distribution of other departmental internet communications.
* Ensure Facebook and Instagram posts re up-to-date with current events within the parish and post pictures of events.
* Create graphics drawn directly from the master design for campaigns for events and communication plans.
* the DSMC with taking photos at various events in our parish.
* Assist the DSMC with capturing video and posting finished products.
* Assess paper, staple, and poster inventory and make regular orders for supplies/

**Reporting Relationships**

This position reports to the Director of Strategic Marketing and Communications.

**Other Key Relationships**

Internal: Rector, Resource Development Staff, Church Staff, Vestry, Parishioners

External: Communications office vendors, local media outlets, community tourism agencies, website hosting company, Redmond Imaging, FastSigns (banners), Sharp (copier/toner), PTG (tech support), contacts at ministry partners (i.e. Project Host), Communications professionals at other churches

*The Communications Coordinator duties and responsibilities outlined may be changed or altered as parish needs change and/or at the discretion of the Rector or Wardens of the parish.*

**Required Competencies**

* Proficient in Adobe Creative Suite (namely InDesign)
* Proficient with social media (Facebook, Instagram)
* Comfortable with copyediting
* Comfortable with photography
* Understanding of working with a server and file management
* Strong oral, written, and interpersonal communication skills
* Computer literate with knowledge of MS Office and the ability to learn software quickly
* Must obtain Safeguarding God’s People certification

**Required Minimum Education and Experience**

* Bachelor’s Degree
* Experience in calendar management
* Experience with group facilitation and public speaking

**Personal Qualities**

* Actively seeks growth opportunities
* Self-motivated, organized, detail-oriented and able to prioritize, plan and manage multiple tasks
* Lives into the Church’s Core Values of Inviting to All, Grateful, Faithful, Compassionate, and Community
* Excellent verbal and written communication skills
* Excellent interpersonal skills and collaborative management style
* Excels at operating in a fast-paced, diverse community environment
* Excellent people manager, open to direction and commitment to task completion
* High comfort level working in a fluid environment

To apply for this position, please send a resume and cover letter to Rose Cuddy at [rcuddy@ccgsc.org](mailto:rcuddy@ccgsc.org) .