

# JOB DESCRIPTION

GRACE COMMUNITY CHURCH | GRACE CAMPUS



Job Title: Communications Coordinator

Reports to: Campus Pastor

Type: Part-Time 25 hours/week

Schedule: Work week (Monday – Thursday) with occasional weekends

Compensation: TBD

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## OUR CHURCH MISSION: ABIDE AND RESPOND

### VISION: DAILY GRACE

People everywhere experiencing and sharing the grace of Jesus in their daily lives.

### MISSION: ABIDE AND RESPOND

Helping people experience the grace of Jesus in daily life by learning to abide and respond at all times and in all places, so that we can glorify God and enjoy Him forever.

## OVERVIEW

We are looking for a Communications Coordinator who will work with all ministry teams to maintain a high level of excellence in coordinating projects both within the church and outside the walls. He or she will possess creativity and strong academic skills in order to effectively assist with strategic planning and coordinate with outside vendors. These abilities will be used in the areas of graphics, website, print material, and social media.

## PERSONAL SITUATION

Kind and warm-hearted, but results-oriented and passionate. Should be able to relate to those in a variety of life situations and sympathize with them. Christ like generosity is a non-negotiable. Must live out true stewardship personally in all areas of life. If married, should have a solid, God-focused marriage and family life.

## PRIMARY PURPOSE OF POSITION

- Oversee and facilitate all promotions in the form of graphics, website, print material and social media
- Provide guidance and mentorship to assigned interns and volunteers
- Promote and execute marketing and brand consistency and maintain alignment among all ministries/departments
- Facilitate clear and concise outreach to both our church body and the world around us

## KEY RESPONSIBILITIES

### PROJECT MANAGEMENT AND EXECUTION

- Produce and execute communications projects within the church and our community.
- Establish effective channels of communication and working relationships with the church staff and outside vendors
- Enlist, equip, and empower a team of volunteers that support the communications department
- Collaborate with all ministries to produce consistency and continuity within the weekend experience
- Manage team projects effectively and efficiently in order to produce the desired results within agreed upon schedules with the staff
- Coordinate and execute all lobby activity related to promoting/communicating ministries.
- Create and maintain a communications calendar that aligns with the church calendar
- Use project planning tools with proficiency (primary tool used is *Asana*)

### MENTOR

- Equip volunteers and interns
- Diffuse and interact with high-stress situations and individuals and use strong conflict resolution skills
- Create a positive, creative and productive environment

### OTHER DUTIES

- Other duties as assigned

## SKILL AND EXPERIENCE

### REQUIRED

- Bachelor's degree in communications/marketing (or related area) **and/or** combination of school and work experience
- Agree with Grace's core values and statement of faith
- Become a member of Grace Community Church within 6 months of employment
- Excellent design, communication and writing skills
- Observant, confident, highly-organized, decisive, detail-driven, planner, structured, personable
- Proficient with social media platforms including Facebook, Twitter and Instagram
- Proficiency in Adobe Creative Cloud design software (i.e., Photoshop, Illustrator, InDesign)

### PREFERRED

- Experience with Office 365 for business and standard PC computer systems
- Experience with Microsoft Visio and SharePoint
- Experience with Asana
- 3+ years of prior marketing, advertising, communication or related experience
- 3+ years of project management experience
- Experience working in church of 1000+ membership

## TO APPLY

Please send a cover letter, resume, and examples of your work to the email address below.

## CONTACT INFORMATION

[jobs@graceinauburn.com](mailto:jobs@graceinauburn.com)

## NON-DISCRIMINATION POLICY

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