

COMMUNICATIONS COORDINATOR:

The **Communications Coordinator** creates, organizes, plans, and implements effective and consistent print and digital materials, messages, and strategies to engage church and community audiences. This position reports the Executive Administrator and has no supervisory responsibilities. The Communications Coordinator supports church staff and ministry leaders in conveying their visions and communications priorities to appropriate audiences. Works with church and ministry staff, committee leaders and members, church members, vendors, businesses, and other community organizations as necessary. Routinely collaborates and coordinates work with the Administrative Assistant and Webmaster.

ESSENTIAL FUNCTIONS:

Print Communications & Design

- Designs and produces printed materials including bulletins, posters, banners, annual reports and other materials as appropriate.
- Coordinates branding and logo use for consistency in media publications.
- Performs some graphic design and layout work to create content.
- Manages production of Church Directory.

Media Management

- Maintains the church photograph and electronic media library.
- Acquires and maintains information about services offered by various advertising media, print and other related businesses, and maintains good relationships with them to aid in materials production.
- Manages weekly and special church-wide e-mail campaigns.

Website

- Performs routine website content updates.
- May assist audio-visual team in post-production uploads to website and social media.

Social Media

- Manages the Church's social media accounts (Facebook, Twitter, Instagram, and LinkedIn).

Office Management

- Coordinates schedule with the Administrative Assistant to ensure office coverage during operating hours.

CORE COMPETENCIES:

- Understanding of printing/publishing and/or graphics design procedures.
- Proficiency with computer software and electronic communications tools.

- Command of editorial and grammatical writing skills and techniques.
- Detail-oriented.
- Strong organizational skills.
- Willingness to enthusiastically support the Church's Core Values.

WORTHINGTON PRESBYTERIAN CHURCH CORE VALUES:

- Radical Hospitality
- Passionate Worship
- Intentional Faith Development
- Risk-Taking Mission and Service
- Extravagant Generosity

QUALIFICATIONS:

- Bachelor's Degree or equivalent experience designing and publishing print and online content.
- 2-5 years' experience in communications or related field with project leadership skills.
- 2 years in a fast-paced office setting, preferably in a large church or non-profit organization.

Note: All staff must adhere to the *Standards of Ethical Conduct for Employees of the PC(USA)*.

Job Type: Part-time (32 hours/week)

Pay: Commensurate with qualifications.

To Apply: Please send a cover letter, resume, and work sample to:

Eric McLaughlin,
Executive Administrator
emclaughlin@worthingtonpresbyterian.com