

# Grace Community Church

## Position Title: Communications Coordinator

Classification: Administrative Staff; Full Time

February 2019

### General

The primary function of the Communications Coordinator is to coordinate the church's communications, including the bulletin and other publications about church ministries and events, social media, multimedia and graphic design, and the church website, in keeping with Grace's vision and culture as set by the Elders. Additionally, this position will provide administrative support to the office and ministries as needed.

The Communications Coordinator will work in the church office Monday through Friday, 8:30 a.m.- 4:30 p.m. Any additional hours required due to occasional evening or weekend activities will be compensated with time off on weekdays. This position is supervised by the Director of Staff and Ministries.

### Personal Qualities Needed

- Good communication skills.
- Mature, tactful, and able to handle personal information in a confidential manner.
- Team player.
- Highly motivated.
- Flexible.

### Skills

- Experience in a professional office environment.
- Experience with WordPress and graphic design.
- Experience with and/or capacity to learn the following programs or types of software:
  - WordPress - Website
  - Fellowship One & Planning Center – Church databases
  - MailChimp & BombBomb – Emails
  - Adobe Creative Suite (InDesign primarily) – Bulletin layout
  - Canva – Graphic design
  - Survey Monkey – Forms and surveys
  - G Suite – Gmail, Google Drive, etc.
  - Microsoft Office
  - Social media platforms such as Facebook, Instagram, and Twitter
  - Video and audio editing software
- Ability to proofread.
- Organized.
- Creative.
- Ability to handle multiple projects at one time.
- Ability to work collaboratively.

### Responsibilities

The following list of responsibilities is not exhaustive. Other tasks may be required, and those tasks will be in keeping with the job description of the Communications Coordinator under "General" above, as well as other office and ministry responsibilities as needed.

### General Communications:

- Propose communications strategy and schedule to staff for discussion and implementation.
- Streamline all communications to conform to Grace's unique church culture and language.
- Work with staff and contractors to develop logos, graphics, or promotional materials for church events.
- Propose which upcoming events should be promoted in the bulletin, on the website home page, and in the verbal announcements on Sunday.
- Serve as main editor for church-wide publications (bulletins, emails, etc.).

**Web Admin:**

- Update the website to keep content current, especially on the home page.
- Evaluate the site regularly to see where improvements can be made to content and visual excellence.
- Edit and post all audio/video files to the site with descriptions and graphics, as needed.
- Communicate with Web/IT contractors to maintain and improve site performance and appearance.
- Work with Sound Coordinator and staff to make sure sermon is posted each week, preferably on Sunday.
- Develop new web pages as needed for specific ministry staff needs in consultation with relevant staff.
- Coordinate the church's social media accounts.

**Email/Database:**

- Coordinate the layout, graphics, copy, and distribution of all mass emails to ensure quality of content and consistency in appearance and style.
- Maintain and troubleshoot email database groups along with other administrative staff.
- Assist with maintaining and troubleshooting the church database and related software.

**Events:**

- Coordinate the communication/marketing plan for church events as needed.
- Coordinate the online registration pages for events, including the content, design, and functionality.
- Coordinate the design and production of event signage and print materials.
- Assist with event logistics as needed.

**Bulletin:**

- Prepare all bulletin layouts, lyrics, and content in collaboration with relevant staff.
- Communicate with the Director of Worship to finalize and format the worship order and content.
- Communicate with the Pastor to finalize and format the scripture reading.
- Write all announcements, in collaboration with relevant staff, each week.
- Coordinate the final proofing of the bulletin.
- Print bulletin in-house and take/pick-up from printing vendor for folding.

**Print/Graphic Design/Multimedia:**

- Coordinate the layout, graphics, copy, and distribution of all in-house printed materials to ensure quality and consistency in appearance and style.
- Assist in developing and maintaining the style and consistency of internal documents and forms.
- Coordinate with designers and vendors on outsourced graphic design needs and print projects.
- Periodically create or modify graphics for promotional materials.
- Assist with multimedia development and deployment as needed.

To apply, submit a resume and cover letter to Brad Leake at [bleake@gccnashville.org](mailto:bleake@gccnashville.org).