

**NorthPark Presbyterian Church
Communications Coordinator
Position Description**

Purpose:

To effectively communicate the ministries of the church to the congregation and to the wider community, using information that is creative, timely, accurate, and consistent with the church's Christian culture.

Accountability:

The Communications Coordinator shall be directly responsible to the Personnel Committee, will work closely with the Communications Committee, and will be supervised by the Pastor, who will review the performance in accordance with procedures established by the Personnel Committee.

Employment Classification and Hours:

This is a part-time, non-exempt position. The work week is 20-24 hours per week, including weekly staff meetings (Mondays 9:30 – 11:00 am) and one evening meeting per month. Other weekend and evening meetings may be requested. The balance of the hours shall be worked between 9:00 am – 4:30 pm, Monday – Thursday.

Primary Duties and Responsibilities:

The Communications Coordinator is responsible for all communications of the church and will work with other members of the church staff and Communications Committee to accomplish the following:

- Develop, implement annual and long-range strategic goals for online and print communications.
- Create and upload content on church's social media platforms.
- Develop, upload content church website.
- Develop, produce eNews, worship bulletins, brochures/flyers, content for monitors, external advertising, etc. Oversee production of outsourced materials.
- Maintain church calendar.
- Respond to, prioritize communications requests from colleagues, church members.
- Seek out, creatively communicate stories of the church.
- Promote church through networking with local churches, governing bodies, media outlets, community service groups, etc.
- Complete other tasks, as directed by the Pastor.

The above is not intended to describe in detail the multitude of tasks that are assigned, but rather to give the individual a general sense of the responsibilities and expectations of this position. Essential functions will change as the nature of business demands change.

Required Knowledge, Skills, and Abilities:

- Bachelor's degree in communications, advertising, journalism, or related field.
- Proficiency with *Adobe Creative Suite, Microsoft Office Suite*, visual communications, web design.
- Superior writing and editing skills.
- Develop/edit online media campaigns, interpret analytics and metrics.
- Communicate with multiple generations through multiple media formats.
- Produce clear and concise material on tight deadlines, manage projects concurrently.
- Team player with strong interpersonal skills.