

**JOB TITLE** | Communications Coordinator

**MINISTRY** | Communications

**REPORTS TO** | Communications Director

**STATUS** | Full Time | Hourly Position

## SUMMARY OF CONTRIBUTION

The Communications Coordinator will provide support and key leadership functions to the Communications Department. This role is highly focused on coordination of day-to-day operations and works to foster a fun and creative team environment.

## RESPONSIBILITIES

- Supports the Communications Director in project management coordination.
- Represents Communications Director in their absence.
- Facilitates Creative Consults and is responsible for the intake and organization of project information.
- Manages and coordinates day-to-day office operations.
- Develops and maintains key standard operating procedures and policies as directed.
- Primary note taker for all team meetings and Creative Consults.
- Manages subscriptions.
- Processes all orders, receipts, and invoices.
- Provides supplemental admin support for Social Media team.
- Schedules appointments and team meetings.
- Manages the Communications team Outlook calendar and inbox.
- Additional creative, administrative, or leadership responsibilities as assigned, based on skill set and passion.
- Weekly schedule is in-office Monday through Friday at our Sand Lake Communications office.

## REQUIREMENTS

- Experience in coordination project management, process development and administration.
- Ability to be flexible and handle multiple projects with shifting deadlines.
- Strong time management and organizational skills.
- Highly skilled at assessing needs and identifying next steps toward a solution.
- High attention to detail and desire to improve quality and efficiency.
- Excellent interpersonal and relational skills with the capacity to navigate challenging conversations.
- Strength in professional spoken and written communication.
- Self-starter, self-motivated, and thrives in a dynamic, fast-paced work environment.
- Seek to learn, contribute, and work at a high standard.
- Must respond well to critique and feedback.
- Proficient in Excel and Adobe CC is ideal. Not required but must be willing to learn.

## EXPERIENCE DESIRED

- Bachelor's Degree in Communications or relevant field preferred.
- 5+ years' experience working in coordination, leadership roles, and administration.
- Some project management experience preferred.

## BRIEF

We are looking for an individual who displays the competencies above but also exudes high character. This individual holds themselves to a biblical standard that is above reproach and honors God in their words and actions. They work to achieve and maintain a high degree of chemistry within all ministries in the organization. This individual is excited about seeing others connect to the church through an exceptional online and in-person experience.