

First Covenant Church Salina, KS
Communication Coordinator
Job Description

Summary/Objective:

It is the mission of First Covenant Church to grow deeper in Christ and further in mission. The Communication Coordinator is to have a growing relationship with Jesus Christ and live in a way that influences others to strengthen their relationship with Christ. The Communications Coordinator will lead in setting the direction as well as the strategic implementation of all internal and external communications to consistently articulate, enable and fulfill First Covenant Church's mission and vision. This individual will be a creative, innovative, strategic thinker and a results-driven leader and administrator.

Reports to: Office Manager and Executive Pastor

Works closely with: Office Manager, Executive Pastor, Ministry Staff, and Volunteer Ministry Leaders

Primary Job Responsibilities:

- Develop and manage a master communications plan and strategy for the church and each of its ministries to clearly deliver the message and vision of the church to the body and to the public at large
- Manage and prepare all regular church-wide communications, printed and electronic
- Develop guidelines for internal and external communication by the church and ministries, including training of staff and volunteers
- Lead all efforts related to the ongoing development of First Covenant Church website
- Proactively work to make sure First Covenant Church maintains an effective presence on the web including style/presence, search engines, new technology
- Coordinate webpage maintenance and ensure that new and consistent information (article links, stories and events) are posted regularly
- Deliver excellence in timeliness and accuracy of all print and electronic collateral
- Manage ongoing social media messaging and communication strategies
- Creatively build followings on various social media outlets including but not limited to Facebook, Twitter, Instagram and Snapchat
- Develop future communication and social media guidelines in conjunction with the Church Council

Competencies:

- Advanced computer skills in Microsoft Office programs, the major social media mediums and knowledge of website development; experience with creative communication software programs and use of integrating database as a communication resource
- Demonstrated creative, organizational, multi-tasking, detail-oriented, accuracy, follow-through and project management skills displaying focus, passion and initiative

- Relates well to others, builds effective relationships, communicates effectively both interpersonally and corporately

Work Environment:

This Job operates in a professional office environment and requires the ability to maintain a high level of confidentiality.

Work Hours:

Minimum 25 hours (hours negotiable on job competencies)

Required Education and Experience:

- High school diploma or equivalent
- Post high school communication education and or training (preferred)
- 2 years of experience in communications/website coordinating (preferred)

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of work schedule, activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.