

WENTZVILLE CHRISTIAN CHURCH

COMMUNICATIONS COORDINATOR JOB DESCRIPTION

The Communications Coordinator is a part-time support staff position paid hourly. He/she directly reports to the Communications Team Leader with oversight from the Senior Minister. He/she will work in cooperation with the Communications Team and Ministry Staff to oversee promotions of WCC programs and events to the WCC family and our community. A detailed task list and pay scale will be provided in the interview process.

CHARACTER AND CONDUCT

1. Model biblical character as a follower of Christ
2. Represent WCC in an honorable way personally and professionally
3. Have a passion for the health and success of WCC and our ministries
4. Be extremely confidential with all data, conversations, and information
5. WCC Team Values: integrity, team player, intentional, responsible, adaptable, positive attitude

OFFICE HOURS

1. Hourly position of 20-30 hours per week; depends on availability and skill-set of candidate
2. Most work is to be completed onsite during office hours; some flexibility may be approved
3. Participate in mandatory staff meetings on Monday mornings from 9:30-10:30am

CORE RESPONSIBILITIES

1. Collaborate with teammates to promote programs and events with excellence and consistency
2. Design and produce regular content and graphics for various communication channels:
 - a. Bulletin, E-news, website, Connection Cards, video announcements, social media, etc.
3. Update information and graphics on the website and social media platforms regularly
4. Develop and oversee a consistent promotion plan for programs and events
5. Create brochures, flyers, banners, graphics, and other publications as needed
6. Show excellence by proofreading publications for typos, grammatical or phrasing errors
7. Assist in administrative/support functions as needed in the office

SKILLS/EXPERIENCE

1. Experience highly preferred in: InDesign, Photoshop, Adobe Illustrator, Google Drive/Docs
2. Demonstrate an ability to learn: Website platform, MailChimp, Church Community Builder database, Facebook (administrator), Instagram, Peachjar, Trello, etc.
3. Collaborative, professional, takes initiative, receives direction well, and accepts feedback well

BENEFITS

A detailed description of benefits, paid time off, holidays, etc. can be found in the WCC Employee Handbook. Compensation to be discussed in the interview process.