



Position Description

Employee Name:
Job Title: Communications Coordinator
Department: Creative
Reports To: Creative Director
FLSA Status: Exempt
Hiring Date: TBD

Summary

As a member of the Church of the City Creative Team, the ultimate responsibility of this position is to cultivate and guard the brand and vision of Church of the City by developing, executing, and maintaining an all-encompassing strategic communication plan. With oversight by the Creative Director, and with latitude for independent judgment and decision making, this position is charged with ensuring that all communication put forth aligns with and reflects the values of Church of the City.

Primary Responsibilities

- Proactively oversee the development and execution of all COTC communication across all channels for all neighborhood churches including but not limited to web, email, announcements, mobile, and social media.
- Set and guide the promotional timeline and strategy for all series, events, initiatives, and projects, in coordination with the Project & Team Coordinator.
- Coordinate, prioritize, and publish all website, social, print, and mobile updates, ensuring that all current events & initiatives are being communicated in the most effective way.
- Develop and maintain consistent, correct, and brand-accurate language across all communication channels.
- Educate other staff and lay leaders in communication standards and best practices.
- Coordinate with our Project & Team Coordinator to manage delivery and distribution of all print and electronic collateral including, but not limited to, inserts, cards, posters, signs, banners, and email.
- Track and measure the level of engagement across communication platforms over time.

- Research, test, and implement new communication strategies to better communicate the messages, resources, and other media items of Church of the City.
- Assist staff & lay leaders with communications strategies.
- Create, plan, execute a social media strategy and messaging across all COTC platforms - including posting of all information and media.
- Partner with staff to create content and grow their audience on social media.
- Work with producers to build out communications for Sunday services.
- Work with Graphic Designer to create content for use on communication channels.
- Other assigned responsibilities, as deemed appropriate by the Creative Director.

Schedule and Compensation

- 40 hours per week plus additional hours as required.

Supervisory Responsibilities

None

Qualifications

A Christian in submission to the authority of the Scriptures and the Holy Spirit, as evident in lifestyle. Subscribes to and is in full agreement with the Church of the City's Statement of Faith. Represents and upholds the mission, vision, and culture of Church of the City by demonstrating a strong work ethic, positive attitude, and learning posture.

The criteria listed below are representative of the knowledge, skill, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Qualifications include but are not limited to:

Skills

- Excellent writing, editing, and verbal communication skills.
- Ability to develop and implement communications strategies across various platforms.
- General computer skills including a working knowledge of Microsoft Office, Adobe Suite, Google Apps, and Dropbox.
- Helpful to have knowledge and familiar use of Asana, Later, and WordPress.
- Up-to-date knowledge on social media, email, and web best practices.
- Strong work ethic, organization skills, and attention to detail.
- Consistently takes initiative.
- Ability to prioritize and follow through effectively.
- Ability to adhere to deadlines, execute tasks, and handle multiple, diverse assignments.
- Ability to produce quality work, be held accountable, manage time, & work well with a team.
- Demonstrate the ability to innovate & suggest improvements within the scope of work.

- Ability to create efficient and effective processes.
- Self-starter, self motivated, and takes responsibility/ownership of tasks.
- Demonstrates flexibility and adaptability to changing situations.
- Sincere commitment to work collaboratively with all staff, volunteers, and others.
- Bonus points if you have any of the following: video and photography experience.

Education: A High School Level education, or its equivalent, and a baccalaureate degree preferred.

Experience

A satisfactory equivalent of education, training and experience in related fields and/or educational disciplines, sufficient to qualify for the requirements of position.

Acknowledgement

I certify that I have read and understand the preceding description of my job. COTC is an At-Will and equal opportunity employer. All of our employment decisions (e.g., recruiting, hiring, training, promoting, compensating and terminating) will be made in accordance with applicable laws and regulations.

Name

Date