

Job Description for Christ Church

7600 Ox Road • Fairfax Station, Virginia 22039

www.christchurchva.org

TITLE: Communications Coordinator

FLSA Status: Part-time, 24 hrs/week, non-exempt

LAST UPDATED: October 2021

Position Overview

The Communications Coordinator is enthusiastic about Christ Church's mission to Love God, Love Others and Live Out the Gospel Life. This position represents the Communications and Creative team and acts as spokesperson to staff and other parties. The Communications Coordinator oversees the development of projects for all events at Christ Church, for both internal and external communities, working closely with senior leadership and ministry leaders. This position also maintains and updates the website, the "front door" to the church, to keep information current, timely and welcoming. The Communications Coordinator is also responsible for written communications for events, outreach to the church community and the broader community.

Responsibilities:

- Represent the Communications and Creative Department to staff and others, with the ability to clearly communicate deliverables, manage expectations, and assure that goals are met or exceeded.
- Ensure there is a consistent voice across all Christ Church communications content, including digital and print.
- Participate as a member of the Communications and Creative team brainstorming and envisioning ways to best communicate with the congregation and community.
- Work closely with the Communications Team and other stakeholders to identify promotions strategies for all events and ensure consistency of the look and message representing Christ Church's mission.
- Apply project management skills, create and facilitate projects for staff and ministry leaders for all activities at Christ Church in Basecamp; identify and assign all communication department members responsibilities with deadlines.
- Consulting with ministry leaders, maintain and update content and calendar on website to keep information current and timely, and ensure information is easily found.
- Working in partnership with the Digital Communications Leader, design the creation and delivery of digital content across the website consistent with social media content.
- Oversee general website maintenance.
- Maintain the Christ Church App and podcast and update each weekly with the Sunday sermon.
- Working with the Communications and Creative team, develop strategies for staying current with trends of content delivery and the how/why people are captivated/motivated, and implement changes that drive towards engagement.
- Working with the pastors and senior leadership team, maintain and update the weekly queue spreadsheet for all activities at Christ Church identified for the year.

- Identify and communicate weekly opportunity announcements to be shared during Sunday services.
- Design, edit and format the weekly newsletter and special notices sent out through Constant Contact to the church community from the pastors.
- Identify content and compose language for information to be included on the weekly bulletin.
- Identify and post relevant events to the electronic roadside sign.
- Carefully proofread all printed and digital content prior to publication, with detailed attention to spelling, grammar and content.
- Monitor and appropriately respond to other email boxes related to the Communications and Creative department.
- Educate new staff and provide refresher sessions for staff on Basecamp, SignUp Genius and Constant Contact.
- Assist the Digital Communications Leader in a backup role supporting social media.
- Participate in church-wide events and activities
- Working with the Communications and Creative team, create the annual departmental budget.
- Participate in all meetings and training as required.

Required qualifications and skills:

- Desire and passion to serve Christ with a servant's heart
- Bachelor's or Associate's degree in Marketing, Communications or related field preferred, or comparable experience
- Minimum 1 year experience in project management
- Minimum 1 year experience in maintaining and updating a website
- Excellent written and verbal communication skills
- Writing and copy-editing experience
- Strong organizational skills, attention to detail and accuracy
- Strong critical thinking and problem-solving skills
- Excellent time management skills, with the ability to prioritize responsibilities while managing multiple projects simultaneously and meeting deadlines with regular interruptions
- Ability to anticipate needs and requirements
- Strong proofreading skills with strong knowledge of spelling and grammar
- Work well with a team as well as work independently with minimal supervision
- Build strong relationships with a positive attitude, while maintaining professionalism and respect for others
- Collaborative, flexible and goal-driven personality
- A willingness to learn new technology
- Experience and knowledge of Microsoft Office Suite, including Word, Excel and Outlook
- Knowledge of Basecamp and Constant Contact a plus
- Work experience in a church environment a plus