

## Communications Coordinator

**Accountability:** Direct report to Administrative Director, Chris Rose

### Primary Responsibilities

Develop communications strategies and workflows to promote relevant information to the congregation and surrounding community. Manage web, social media, Connection newsletter, bulletin, emails, and printed communication. Works alongside the Graphic Designer to oversee and develop church-wide communication.

**Hours:** Salary, Full-time – 38 hours per week (Monday - Thursday 7:00 a.m. to 5:00 p.m.)

### Key Responsibilities

- Develop communications flow and strategies for ministries, events, etc.
- Create and produce written content for web, social media, and print (including quarterly newsletter, weekly bulletin, emails, event/ministry promotion materials, website content, etc.)
- Participate in social media forums on behalf of Fellowship Alliance Chapel
- Maintain website for accuracy & relevance
- Coordinate with Graphic Designer to create and maintain production timelines and strategies
- Participate as a member of the Communications Team to improve communication with the congregation and community
- Various administrative tasks including production and distribution of printed material, reception, supply ordering, etc. as needed

### Technical Standards

- Excellent written and verbal communication (copy writing, editing, proofreading)
- Experience communicating the Christian message in a way that is engaging and compelling
- Able to develop timelines and meet deadlines
- Proficient with WordPress, Adobe Creative Suite, CCB, various social media networks
- Demonstrated interpersonal skills – a willingness to serve with a positive attitude
- High level of initiative and the ability to work independently and as part of a team

### FAC Standards

- Demonstrates a growing personal relationship with Jesus Christ evidenced by action, attitude, and behavior
- Possesses the spirit of a humble servant of the Lord
- Conducts themselves in a manner worthy of a visible representative of Christ
- Maintains loyalty to our team and church family
- Maintains the ability to fully embrace FAC's vision, values, and statement of faith

### Purpose of Job Description

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the employee holding this position. Employees may be required to perform job-related tasks, within their abilities, other than those specifically presented in this document.