

JOB DESCRIPTION

COMMUNICATIONS COORDINATOR

SUMMARY

The Communications Coordinator may handle anything from creating marketing plans to refilling literature racks; dream up new strategies for creating calendars to designing for print and digital; or maintaining and assessing our website. You'll need to be willing to think on your feet and have thick skin. Our pursuit of excellence can be a lot to handle, but the end product is worth it.

QUALIFICATIONS & REQUIRED SKILLS

- A heart for the local church and a growing relationship with Jesus Christ.
- Ability to produce great work results through relentless organization, uncompromising integrity, effective communication and proactive problem-solving.
- Excellent written and verbal communication skills.
- Incessant pursuit of excellence.
- Proven ability to organize and manage many projects with a high attention to detail.
- Initiative to proactively move the ball forward.
- Rockstar proofreading skills.

RESPONSIBILITIES

Communications

- Serve as the hub to coordinate communications output including weekend service content, online content, social media and weekly staff communication.
- Manage the communications calendar to forecast and strategize upcoming events.
- Keep your radar up for what systems and processes need improving and take action on improvement plans to streamline efficiency.
- Create systems where grammar and information mistakes go to die.
- Be ready to scale Communications Director's visions and build plans for how to execute.

Digital Content & Social Media

- Lead & support Sunday morning online communications systems and volunteers.
- Oversee social media accounts and engage in meaningful conversations with followers.

RESPONSIBILITIES (cont)

- Manage online campaigns and ensure brand consistency.
- Innovate new ways to drip content across a variety of digital platforms that meet our audience where they currently are and will be.

Website Management

- Strategize how to best support ministry departments given the tools you have with the Rockpoint website.
- Keep your radar up on all facets of the website to ensure content is up-to-date.
- Ensure all digital communications are on-brand and consistent by creating a system to constantly analyze and improve all digital platforms.

Schedule: Sunday-Thursday

Average Hours/Week: 32-40 hours

Status: Full-Time

Location: Lake Elmo, MN

Reports To: Communications Director