

Communications Coordinator

Job Purpose

The communications coordinator will help Warsaw Community Church fulfill its mission by serving as the communications department's project manager, which includes the forecasting, planning, assignment and tracking of ministry print and web-related projects. In addition, the communications coordinator is a skilled writer who can deliver engaging, accurate and timely content for the church's various communications channels and ministry materials, as well as identify, produce and share life-changing stories about how WCC's church body is growing deeper in its faith and sharing the hope of the Gospel.

Supervisor: Director of Communications

Job Functions

Project Management

- Evaluates and processes project requests from WCC's ministries
- Works one-on-one with ministries to obtain clarity of requests, incorporate changes, establish deadlines and provide status reports
- Delegates projects to and works one-on-one with the graphic designer and web coordinator
- Maintains project management worksheet

Communications/Writing

- Writes and edits copy for WCC's communications channels, including social media, a weekly newsletter and announcement flier and the website
- Writes and edits copy for general ministry print materials and communications
- Identifies and prepares content for items promoted during Sunday services
- Creates plans for promoting and recapping events in WCC's communications channels
- Creates and distributes WCC's weekly newsletter
- Creates content for Info Center News on a weekly basis
- Collaborates with pastors and ministries to identify and produce stories that are timely, relevant and reflective of the church body and develops strategies to distribute those narratives

Other

- Works closely with ministries to uphold the integrity of the WCC brand
- Upholds style standards to maintain consistency across all communications channels and materials
- Pursues additional training as needed and/or assigned by supervisor
- Stays current on communications trends, methodologies, technologies and best practices
- Contributes ideas and suggestions to improve WCC communications
- Assists with the completion of print projects (binding, cutting, laminating, distribution, etc.)
- Inventories, orders and stocks supplies
- Oversees literature rack in lobby; works with ministries to update, print and refill items as needed

Qualifications

- A growing and personal relationship with Jesus Christ and the ability to understand and embrace WCC's mission, vision and values.

- A college degree and a minimum of one year of work-related experience
- Published writer with ability to provide writing samples preferred
- Solid editing and proofreading skills, as well as sound written and oral communication skills
- Knowledge of Associated Press Style Guide is a plus.
- Highly motivated, detailed oriented, flexible, organized, passionate and enthusiastic with exceptional time management skills
- Ability to self-manage multiple projects, competing deadlines and quick turnarounds while maintaining a high level of customer service
- Ability to monitor, manage and evaluate key metrics
- Familiarity with Microsoft Office
- Actively pursues professional development, skills advancement and contributes ideas and suggestions to improve communications strategies, designs and processes
- Graphic design, video production and editing and/or photography skills a plus
- Assists with the development, coordination, recruitment and encouragement of interns and volunteers, as needed.

Job Classification

Part Time/Nonexempt

This significant part-time position is 28 hours a week (Monday to Friday) but may occasionally flex into weekends due to the nature of ministry work.