



JOB DESCRIPTION

POSITION DETAILS:

Position Title:	Communications Coordinator
Reports To:	Communications Director
Position Type:	Non-Exempt, Hourly
Part-Time:	20-25 Hours

POSITION SUMMARY:

The Communications Coordinator is an onsite supporting role to the Communications Director, scheduling and promoting Grace's social media outlet content, with graphic design for Grace ministries and events to assist in effectively communicating our vision and goals.

QUALIFICATIONS:

- Experience in non-profit ministry, business marketing and administration or other related field or a comparable combination of related work experience and education.
 - College degree in Communications and/or Graphic Design preferred
 - Excellent written and verbal communication skills
 - Adobe Creative Cloud experience, familiar with Facebook, Twitter and Instagram
 - Basic knowledge of Microsoft Word/Excel and Google Drive-upload & create documents, share files
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JOB SPECIFIC RESPONSIBILITIES:

- Maintain and manage the flow of information for all of Grace's social media outlets.
 - Design Sermon series or ministry graphics including weekly slides/outlines as directed by Communications Director
 - Assist with directing phone calls and greeting walk-ins.
 - Assist all ministries in creating cohesive branding, designing brochures, slides, etc. for events including Kids, Students, Stewardship, Worship, VBS and other ministries of Grace.
 - Assist in updating the website and Grace App with events, staff photos, weekly sermon series and outlines
 - Assist Communications Director as needed
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ACKNOWLEDGEMENT:

I have read this job description and acknowledge my understanding of the requirements. I accept the position of Communications Coordinator and agree to perform the essential duties in accordance with the established policies and expectations of Grace Church. I understand that this description does not constitute a contract.

Signature

Date



ADDITIONAL JOB EXPECTATIONS

WORKING CONDITIONS:

The following physical demands are typically required when performing this job's essential duties and responsibilities. These physical demands are not and should not be construed to be standards of job qualification, but are illustrated to help the employer, the employee and/or applicants identify tasks where reasonable accommodation may need to be done when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

- Moderate manual dexterity for basic computer work.
- Moderate visual strain is involved in the use of printed materials, computer screens, and reports.
- High level of activity including sitting, stooping, bending, standing, walking.
- Verbal & written communication with others in person, in writing, and by phone

PERSONAL CHARACTER REQUIREMENTS:

- Demonstrates godly **character** and a genuine commitment to spiritual growth and spiritual disciplines of prayer, tithing, and Bible reading.
- Demonstrates **competence** in relevant skills and abilities.
- Demonstrates good relational skills, and a desire to be a team player in order to achieve positive **chemistry**.
- Active **partner** of Grace and a small group.
- Able to maintain **confidentiality** and discretion.
- Positive **attitude** to handle difficult situations.

CORE COMPETENCIES:

- Friendly, helpful, pleasant demeanor.
- Committed to excellence and highly organized.
- Set and execute goals with excellence.
- Takes initiative, hardworking, goes the extra mile, performs additional duties as assigned
- Identify problems and roadblocks, find solutions, and create systems to enhance ministry effectiveness.
- Coachable, taking direction from others.
- Technologically savvy.

ADDITIONAL RESPONSIBILITIES:

- Create an annual written growth plan to identify growth and personal development opportunities.
- Attend ministry and team meetings, as appropriate.
- Represent Grace Church at outside functions, as appropriate.