

JOB TITLE: Communications Coordinator
DEPARTMENT: Weekend Experience
DIRECT REPORT: Communications Director
POSITION STATUS: Full-time

PURPOSE OF POSITION:

To support the Communications Team in a wide variety of capacities including overseeing the population and editing of web content for our high-traffic Wordpress websites and assisting with basic design and print publications, while supporting the implementation of the vision, mission and core values of Mission Hills Church.

QUALIFICATIONS:

- Education and experience that have equipped them for the duties of the role
- Alignment with the vision, mission, core values, and doctrinal statement of Mission Hills Church
- Models strong Christian character, integrity, vibrant relationship with Christ and lives out biblical truth
- Ability to work with people, promote teamwork, and support the team while managing many detail-oriented tasks
- Excellent written and verbal communication skills
- Successful goal setting, follow-up, and achievement skills
- Positive and creative attitude
- Ability to create engaging and clear content aligned with our voice/tone, culture and brand
- Strong skills with Microsoft Office, basic understanding of Adobe Suite is a plus
- Organized strategic planner

RESPONSIBILITIES:

- Meet regularly with Communications Director for ongoing development and coaching

Web/Digital

- Oversee ongoing workflow of website updates, keeping website content timely, current, and appropriate. Handle maintenance of all events, weekly sermon posting, creating & maintaining forms, Bible study registration pages, & mission trips
- Partner with Digital Marketing Manager and Communications Director for strategic planning for web/digital marketing efforts
- Contribute feedback and initiate updates to improve the useability of our website and apps
- Oversee weekly maintenance of MHC Subsplash App (weekly ad content, sermon uploads, post live events, etc.) and YouVersion event outline
- Oversee content for lobby TVs for multiple campuses. Create lobby slides to support ministries' upcoming events and load them for weekend services. Communicate with Tech and campus contacts.
- Communicate with all departments on webpage updates and event information
- Assist with content creation and proofing for email campaigns and social media marketing
- Compile information for weekly website/app engagement reporting
- Other miscellaneous web projects: Arena to Mailchimp email dump, page titles/meta descriptions, technical SEO changes

Design

- Oversee weekly production of worship cards for all campuses. Write content and communicate with ministry contacts to ensure information is accurate and best highlights campus events.
- Assist designers with design projects (i.e. create sermon series graphics, event graphic and deliverables)
- Train independently and with graphic designers on Adobe Creative Suite programs

Serve Team Management

- Recruit Serve team members for sermon transcript, print and web support, and other campuses
- Manage Serve teams—communicate when we have projects, oversee task delegation, & coordinate service appreciation

COMPENSATION:

To be discussed during interview process. Position is eligible for full benefits.

Employee Signature

Date

Supervisor Signature

Date

2/21/2023