



COMMUNICATIONS COORDINATOR

Overview

The Communications Coordinator is responsible for ensuring, through implementation, that The District Church (TDC) is communicating in a relevant and engaging manner with our church, our community, and people interested in getting connected with both.

Responsibilities

Creation and Management of Content (75%)

- Manage a team of video, graphic design, writing, and photography volunteers for monthly projects.
- Oversee outside vendors to produce communication materials throughout the year (i.e. print, digital banners, signage).
- Manage weekly updates - including content creation as needed - for website and mobile app.
- Work with staff Ministry Team leads to develop and prepare weekly communication materials for Sunday services (i.e. speaking scripts, e-newsletter).
- Work with Social Media Ministry Team Leads to create content for publishing on social media networks.
- Oversee large communications projects - such as publication of TDC's Annual Report, sermon series campaigns, major holiday campaigns.
- Launch paid evergreen digital marketing campaigns that can be sustained throughout the year

Systems and Administrative Support (25%)

- Create Sunday worship & sermon slides on a weekly basis.
- Manage various communications requests from internal staff members.
- Update annual marketing calendar & participate in quarterly planning efforts to make sure that staff members are informed of key events, milestones.
- Support Director of Strategic Operations with other administrative duties as necessary.

Qualifications

- Excellent communicator, strong collaborator, and creative thinker.
- Strong project management abilities, keen attention to detail, solid listener.
- Comfortable with change and able to readily adapt.
- Self-starter -- enjoys working with a team but can also work independently.
- Profession of Jesus Christ as Lord and Savior.
- Commitment to spiritual growth and a healthy lifestyle.
- Represent TDC in a manner consistent with its values and mission.

Experience

- 1-3+ years of communications/marketing experience.
- Bachelor's Degree in Communications, Marketing, or related field strongly preferred.
- Video shooting/editing skills ideal but not required.

This is a full-time position with benefits - minimum 1 year commitment required.

To apply, email info@districtchurch.org with cover letter & resume by January 15, 2018.