



R E D E E M E R

**Job Title:** Communications Coordinator

**Ministry Dept.:** Administration

**Supervisor:** Senior Director of Operations

*Scope:* Works to communicate and promote Redeemer's vision, values, strategy, and core initiatives. This position strategically oversees the creation, management, and monitoring of all communications to the congregation at Redeemer, as well as external communications through various channels (including website, social media, print materials, advertisements, videos, and Sunday service).

### **Responsibilities**

- Develop and implement effective churchwide communication strategies:
  - Collaborate with various ministry leads to outline strategies and goals with timelines, topics, creative concepts, content, layout, and production.
  - Implement social media strategy and posts for church; provide relevant content as needed.
  - Design and launch email campaigns, including a weekly email (eNews).
  - Create and maintain an annual churchwide communication calendar.
- Manage all communication content and mediums:
  - Deliver concise content that adheres to brand style guidelines; ensures correct trademark usage, grammar, punctuation, etc.; and upholds a consistent approach across all marketing materials.
    - Create and deliver media content (graphics), newsletter content, and social media content.
    - Create marketing and promotional materials, both print and electronic.
  - Develop and proofread communications materials for consistency in style and approved style/templates/branding.
    - Edit all major forms of communication to ensure accurate, high-quality products.
  - Recommend, implement, and maintain website design and operation.
    - Work with other team members for management of website including writing and editing online content - primarily calendaring / events.
- Additional responsibilities
  - Oversee completion of communication responsibilities for Sunday mornings.
    - Create and oversee weekly production of bulletins and other resources needed for Sunday (slides, notes, announcement copy, etc).

### **Qualifications**

- Experience (1+ years) in communications, public relations, advertising, or marketing preferred.



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- Knowledge of and/or willingness to learn the culture of the church and non-profit industry.
- Collaborative, diplomatic leader who works well with diverse team dynamics, and is comfortable and confident making difficult decisions while managing expectations.
- Proficient with basic design skills to create/edit graphics and print collateral for design needs; experience with Adobe Creative Cloud (Photoshop, Illustrator, Spark, InDesign, etc) preferred
- Ability to direct contract graphic designers/agencies for our advanced graphic needs.
- Must have an uncompromised eye for detail and color matching to ensure standards are met on a variety of marketing materials.
- Phenomenal communication and copywriting skills, including a high level proficiency in grammar, punctuation, and spelling in the English language. Must be able to self-check own work to ensure accuracy and completeness.
- Must be able to design, develop, and deploy a section-level newsletter for distribution throughout the church's infrastructure.
- Experience in Wordpress (website platform) preferred.
- Ability to manage priorities and juggle several projects at one time, while also being highly responsive to incoming communications. The ability to be flexible and adaptive is also important.
- Ability to work under minimal supervision with project teams or other internal departments to complete work.
- Ability to interact with team members and associates at all levels. Excellent collaboration and customer service skills.
- Be a strategic, creative, analytical thinker, with the ability to see the big picture and ask the right questions.
- Be consistently available on Sunday mornings (~7:30am-12:30pm).