



COMMUNICATION COORDINATOR

Job Summary

The Vista Community is looking for a qualified Communication Coordinator to develop and implement a comprehensive communication strategy plan that is inclusive of print, email, website and social media platforms.

The Communication Coordinator should have excellent multitasking skills and be able to manage all communication needs church and campus wide and present them in a timely and appropriate manner.

Ultimately, you should be able to ensure Vista Church and Nona Church's communication capacity and execution is aligned with our mission of connecting people with God.

Responsibilities

- Design social media strategies to advance awareness of our church and mission
- Manage, create and publish original, high quality content for weekly services (including print and digital mediums)
- Develop social media platforms ensuring up-to-date content and marketing
- Train internal teams to integrate and maintain a cohesive social media strategy
- Stay up-to-date with new digital technologies and social media best practices
- Manage church calendar and communication calendar
- Send weekly email newsletters that are campus specific
- Manage engaging and thought provoking website content

Requirements

- A robust walk with Jesus and a heart to love people
- A flexible attitude
- Hands on experience using social media for brand awareness
- Understanding of SEO and web traffic metrics
- An ability to identify target audience preferences and build content to meet them
- Familiarity with web design and publishing
- Excellent multitasking skills
- Strong written and verbal communication skills
- Highly interpersonal and friendly demeanor
- Must agree with the Vista Community's Statement of Faith