

Epicentre Church

Job Posting: Communications Coordinator

anticipated start date: 7.1.17

Title: Communications Coordinator

Hours: 20/week

Description: The Communications Coordinator expresses the heart of the church, providing support for internal, external, and promotional communications.

Responsibilities:

I. Internal (Staff)

- Draft and send internal communications
- Create and manage processes that streamline the gathering of communications related information (graphics, promotion requests, bulletin announcements, etc.)
- Provide support for internal communications as needed, such as video recording staff trainings, managing Slack accounts, and posting weekly minutes of all staff meetings
- Update and manage the staff website and important updates

II. External (Church)

- Maintain website with current information for lifegroups, Go School, D School and other events and initiatives
- Upload sermons, graphics, and lifegroup curriculum to the website on a weekly basis
- Keep Epicentre app, blog and social media current with events, announcements, etc.
- Ensure information is gathered and finalized for the bulletin before 1 pm on Fridays
- Create and send routine email newsletters
- Organize and execute the creation of the weekly bulletin
- Create slides for non-sermon elements of the service
- Create response and registration forms for events
- Draft and send emails that communicate vision, upcoming events, and other news

III. Promotional (Beyond)

- Post on Facebook/Instagram multiple times a week
- Create graphics for Epicentre events and initiatives that can be used across platforms
- Analyze social media statistics and create a monthly report of electronic media usage
- Create and oversee a system that manages Epicentre logos, taglines, etc.
- Create URL redirects of appropriate links
- Update banner slides and click through pages for key events and announcements

Requirements:

- I. Graduate of Epicentre's Discipleship School or a commitment to enroll
- II. Proven ability to learn and utilize new technology
- III. Minimum of 2 years experience in communications related field
- IV. Excellent written and verbal communication skills