

Epicentre Church

Communications Coordinator

Hours: 12hrs/week (Part time, non-exempt)

Reports to: Worship Director

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

Responsibilities:

I. Internal (Staff) (1hr/wk)

- Draft and send internal communications
- Create and manage processes that streamline the gathering of communications-related information (graphics, promotion requests, epicentre monthly, welcome packet,..etc)
- Provide support for internal communications as needed, such as video recording staff meetings and managing Slack accounts
- Update and manage the staff website and important updates

II. External (Church) (4hrs/wk)

- Maintain website with current information, coordinating with various ministries
- Keep Epicentre website, mobile app, and social media current with events, announcements.
- Create, publish and distribute Epicentre Monthly slip before the last week of each month, coordinating with Epicentre staff/church ministries
- Create projected media content (slides) for non-sermon elements of Sunday Services including: announcements, prayer/commissioning, song lyrics
- Draft and send quarterly church-wide emails that communicate vision, upcoming events, and other church news

III. Promotional (Beyond) (3.5hrs/wk)

- Manage Epicentre Social Media accounts
 - o Post on Facebook/Instagram multiple times a week
 - o Create a workable posting schedule for volunteers to help contribute
- Create cross-platform graphics for Epicentre events and initiatives
- Create and oversee a system that manages Epicentre logos, taglines, photos, etc
- Create URL redirects of appropriate links (squarespace)
- Update banner slides and click-through pages for key events and announcements

Meetings: (3.5hr/wk)

- All Staff (2 hrs/week)
- Supervision (1hr/week)
- Admin Team meeting (0.5hrs/wk, 1hr/month)

Qualifications: Graduate of Epicentre's Discipleship School (waived upon completion within 1 year)

Required Skills: Pro Presenter 6, Planning Center Services, Adobe Suite, Canva, Facebook, Instagram,

Preferred Skills: Squarespace, Subsplash, MacOS, Slack, MailChimp, Community Church Builder