Position: MARKETING & COMMUNICATIONS COORDINATOR  
Reports to: Operations Mgr.  
Status: Full-Time  
Location: Hybrid  
Work Days: Weekdays and Weekends

Position Purpose/Summary:  
In collaboration and coordination with the Church’s leadership teams and other Ministry volunteers, the Marketing and Communications Coordinator develops and executes all church-wide and community-facing marketing and communications for Antioch Baptist Church, ensuring that all communications are effective in messaging and consistent with the church’s brand. In addition, this role fully manages the church’s online presence, including all social media accounts, website, and live-streamed events – working closely with Ministry leaders and volunteers to create and maintain an engaging and informative online presence that is fully reflective of the programs and ministries of the church.

Qualifications:

- Minimum of three to five years of experience in online marketing and integrated communications, preferably within a nonprofit or church setting. A bachelor’s degree in marketing and communications is preferred.
- Understanding of content management systems for website maintenance and updates (e.g., Wordpress, Squarespace).
- Experience in graphic design or formal media training, with an understanding of Adobe Creative Suite, including Photoshop and InDesign. A portfolio that demonstrates the ability to create graphics that match your church’s style, preferred.
- Experience in email set-up and deployment (e.g., Mailchimp, Constant Contact).
- Recent experience in the day-to-day management of several social media accounts, including Facebook, Instagram, and YouTube.
- The ability to listen well and thoughtfully incorporate others’ ideas and feedback into not only individual tactics and creative but also the church’s overall communication strategy.
- Strong team player who can work collaboratively with other teams and interact with church members.

Essential Duties:

1. Work collaboratively with Ministry leaders and volunteers to coordinate marketing materials for all programs and events.
2. Graphic design and content creation for social media and website, as well as printed materials.
3. Coordination of weekly email newsletters and video announcements, as well as monthly newsletter, available in print and email.

4. Responsible for deploying all church communications, including email, SMS, flyers, etc.

Responsibilities:

1. Work collaboratively with Ministry leaders, Church leadership, and other volunteers to coordinate all necessary marketing materials (both print and digital) for all events and programs. Schedule and deploy all identified tactics as outlined, including, but not limited to, website, social media, email, SMS, announcements, signage, and press release.

2. Produce all weekly announcements, including weekly emails and videos.

3. Provide graphic design for all needs of the church, including sermons and/or sermon series and ministry programs and events, including social media creative, website headers, and print collateral, among others.

4. Responsible for keeping the website updated in collaboration and coordination with Church leadership and volunteers in order to adequately communicate all programs and events.

5. Serve as the church’s social media manager. Collaborate with social media facilitators to ensure live-streamed events and worship have real-time facilitation. In addition, support all live streamed events with post copy and thumbnail imagery, and utilize the church copyright license to report and document any songs and/or videos.

6. Execute the church’s monthly newsletter, coordinating receipt of all articles, photos, and other contributions from the senior pastor, ministry leaders, and church members. Execute via email and print.

7. Provide copywriting for all communications bulletins and fliers, website and social media posts, and email newsletters, among others.

8. Ensure the church’s communications are in keeping with the church’s branding and defined style.

9. Be active in the Operations, Worship & Arts, and Media teams, participating in weekly one-on-one and team meetings, as appropriate and applicable.

10. Other duties as assigned by the Operations Manager.

If this application leads to a conditional offer of employment, you will be subject to pass an extensive employment and criminal background check in accordance with federal and/or state and/or local laws.

All interested applicants should submit letters of interest and resumes to:
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Operations Manager
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