



**CHRISTCOMMUNITY**

JOB DESCRIPTION

---

COMMUNICATIONS COORDINATOR

---

# **CHRIST COMMUNITY EXISTS TO MAKE GOSPEL-CENTERED DISCIPLES AMONG ALL PEOPLE FOR THE GLORY OF GOD.**

---

## **THE GOSPEL ABOVE ALL**

---

More than anything else, Christ Community is a church that is about the gospel.

Jesus tells his disciples and those who would follow, “All authority in heaven and on earth has been given to me, go, therefore, and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe everything I have commanded you. And remember, I am with you always, to the end of the age.”

We believe Jesus radically changes a person’s life. We are to remind ourselves daily that we have been set free from the power of sin and condemnation and to live in light of this freedom. We do not work for our salvation, but our salvation has been given to us freely by God himself through faith in Christ. Therefore, we are to live out the gospel of grace every day in our personal lives as well as with those we are around.

## **OUR CORE VALUES**

---

**BIBLICAL AUTHORITY  
INTENTIONAL WORSHIP  
COMMITTED COMMUNITY  
BUILDING FAMILIES  
RADICAL GENEROSITY  
PRAYERFUL DEPENDENCE  
STRATEGICALLY SENT**

## OVERVIEW

---

**Purpose and Primary Responsibilities:** The Communications Coordinator will handle a wide range of administrative and creative tasks for the organization. This person must be exceedingly well organized, flexible, and enjoy challenges. Must be technologically and social media savvy with high capability to effectively communicate through electronic media. This employee must have the ability to interact with all levels of internal staff, congregants, visitors, and external church relationships in a fast-paced environment. Must remain flexible, proactive, resourceful, and efficient with a high level of professionalism. Written and verbal communication skills, strong decision-making ability, and attention to detail are equally important. In addition to the specific responsibilities below, the Communications Coordinator reports to the Connections Pastor and will be responsible for other duties as assigned.

## ESSENTIAL RESPONSIBILITIES

---

- **Churchwide/Sunday Messaging**
  - Propose & coordinate all messaging for Sunday services across multiple campuses and ministries alongside the Administrative Assistant to the Lead Pastor
  - Write content and provide creative direction for the bulletin
  - Plan, write, and edit churchwide emails
  - Propose and write announcements
  - Provide creative direction for slides and share with worship team
  - Work with Leadership Team on public relations and special announcements
- **Marketing**
  - Plan, provide creative direction, and coordinate mass mailers
  - Create and implement a comprehensive social media strategy that serves to advance the mission of Christ Community
  - Identify and pioneer new pathways to enhance the efficacy and reach of Christ Community through social media, ad campaigns, mass mailings, and other channels
  - Maintain and update the church website and other online presence (maps/listings/etc.)
- **Design/Storytelling**
  - Oversee campaigns during key times of the year such as summer giving campaign, Easter, Christmas, and fall kickoff
  - Proof all emails going to large groups of people from various ministries
  - Collaborate with the communication team to tell the story of what God is doing through Christ Community with photography, videography, and other visual tools
  - Coordinate with contract/offsite graphic designers to ensure on-time and accurate deliverables.
- **Leadership/Coordination**
  - Cultivate a culture of creativity, excellence, collaboration, and missional focus among staff and volunteer teams

- Develop churchwide and ministry-specific guidelines
- Partner with ministry leaders on their communication strategy
- Lead and provide direction for graphic design
- Create a comprehensive communication calendar

## ESSENTIAL ABILITIES

---

- Help create dynamic visual content for sermon series, upcoming events, special initiatives, and other projects.
- Demonstrate working knowledge of CCB, Office Suite, MailChimp, and WordPress with a commitment to grow in proficiency.
- Possess a *strong* ability to work with a creative team, coordinating with members who specialize in a variety of disciplines (i.e., graphic design, video, social media, app development, etc.).
- Possess a working knowledge of the Adobe Creative Suite (specifically Photoshop, Illustrator, Lightroom, After Effects, and Premier).
- Possess a working knowledge of DSLR cameras; understands best practices related to photography, videography, lighting, and audio.
- Possess the ability to create content from scratch, demonstrating a strong eye for typography, color, layout, and overall design.
- Demonstrate a strong ability to communicate clearly and effectively in written, verbal, and digital platforms.
- Possess a willingness to learn and grow in a variety of communication technologies, including but not limited to web design, social media marketing, email/text marketing, photography, graphic design, photography, and videography.

## ESSENTIAL ATTRIBUTES

---

- Must model a deep commitment to Jesus.
- Must be committed to the mission, vision, and values of Christ Community Church.
- Must be a member of Christ Community Church or become a member within 60 days of hire.
- Must be highly organized with attention to detail.
- Must possess an attitude of service with a drive to accomplish our mission.
- Must agree with the Baptist Faith and Message 2000.
- Christ Community is a Religious Organization under sections 702(a) and 703(e)(2) of Title VII of the Civil Rights Act of 1964 (Title VII) and is permitted to hire and employ individuals of a particular religion, namely the Baptist faith.

## DETAILS

---

Full-time, exempt position. Generous benefits package, salary commensurate with experience.

Please send a cover letter and resume to [jobs@christcommunity.com](mailto:jobs@christcommunity.com).