



MISSION HILLS CHURCH

REAL. MESSY. NEW.

COMMUNICATIONS COORDINATOR

Department : Weekend Experience

Direct Report : Communications Director

Position : Full-Time

PURPOSE OF POSITION:

To support the Communications Team in a wide variety of capacities including overseeing the population and editing of web content for our high-traffic Wordpress websites and assisting with basic design and print publications, while supporting the implementation of the vision, mission and core values of Mission Hills Church.

QUALIFICATIONS:

- Education and experience that have equipped them for the duties of the role
- Alignment with the vision, mission, core values, and doctrinal statement of Mission Hills Church
- Models strong Christian character, integrity, vibrant relationship with Christ and lives out biblical truth
- Ability to work with people, promote teamwork, and support the team while managing many detail-oriented tasks
- Excellent written and verbal communication skills
- Successful goal setting, follow-up, and achievement skills
- Positive and creative attitude
- Ability to create engaging and clear content aligned with our voice/tone, culture and brand
- Strong skills with Microsoft Office, basic understanding of Adobe Suite is a plus
- Organized strategic planner

RESPONSIBILITIES:

- Meet regularly with Communications Director for ongoing development and coaching
- **Web/Digital**
 - Oversee ongoing workflow of website updates, keeping website content timely, current, and appropriate. Handle maintenance of all events, weekly sermon posting, creating and maintaining forms, Bible study registration pages, and mission trips
 - Partner with Digital Marketing Manager and Communications Director for strategic planning for web/digital marketing efforts
 - Contribute feedback and initiate updates to improve the useability of our website and apps
 - Oversee weekly maintenance of Subsplash App (weekly ad content, sermon uploads, post live events, etc.) and YouVersion event outline
 - Oversee content for lobby TVs for multiple campuses. Create lobby slides to support ministries' upcoming events and load them for weekend services. Communicate with Tech and campus contacts.
 - Communicate with all departments on webpage updates and event information
 - Assist with content creation and proofing for email campaigns and social media marketing
 - Compile information for weekly website/app engagement reporting

- Other miscellaneous web projects: Arena to Mailchimp email dump, page titles/meta descriptions, technical SEO changes
- **Design**
 - Oversee weekly production of worship cards for all campuses. Write content and communicate with ministry contacts to ensure information is accurate and best highlights campus events.
 - Assist designers with design projects (i.e. create sermon series graphics, event graphics, and deliverables)
 - Train independently and with graphic designers on Adobe Creative Suite programs
- **Serve Team Management**
 - Recruit Serve team members for print and web support, and other campuses
 - Manage Serve teams—communicate when we have projects, oversee task delegation, and coordinate service appreciation

COMPENSATION:

To be discussed during interview process. Position is eligible for full benefits.