



# MISSION HILLS CHURCH

REAL. MESSY. NEW.

---

## COMMUNICATIONS COORDINATOR

**Campus :** Central

**Department :** Weekend Experience

**Direct Report :** Marketing Associate Director

**Position :** Full-Time

**Hours :** 32-40 hours per week

---

### WHY WE'RE LOOKING:

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.

### WHAT YOU'LL NEED:

- Education and/or experience that have prepared you for this role
- Commitment to our purpose: we exist because God loves the world and wants them to know it (John 3:16)
- Commitment to our mission: we help people become like Jesus and join him on mission (Mat 28:19-20)
- Commitment to our vision: we're working towards reaching everyone on the Front Range of Colorado with the good news of Jesus
- Commitment to our core values: we're a crazy generous, daringly creative, intentionally improving, Bible-driven, kingdom-minded, tribe
- Agreement with our doctrinal statement (nothing radical here, we're a Bible-driven church that's part of Converge Worldwide)
- 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
- Wordpress or social media experience is a plus
- Organized strategic planner

### WHAT YOU'LL DO:

- **Web + Digital**
  - Assist with ongoing workflow of website updates, keeping website content timely, current, and appropriate. Handle maintenance of all events, weekly sermon posting, creating + maintaining forms, Bible study registration pages, and mission trips
  - Partner with Marketing Associate Director + Communications Director for strategic planning for web/digital marketing efforts
  - Contribute feedback and initiate updates to improve the usability of our website and apps
  - 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
  - Assist with content creation and proofreading for email campaigns and social media marketing
  - Compile information for weekly website/app engagement reporting
  - Meet regularly with the Marketing Associate Director to pursue ongoing spiritual and professional growth opportunities
- **Design + Print**
  - Assist Communications Team with design projects (i.e. event graphics and deliverables)
  - Assist with in-house print production and bindery
  - Train independently and with graphic designers on Adobe Creative Suite programs
- **Serve Team Management**
  - Recruit Serve Team members including sermon transcript, print, photography, social media, and web support
  - Manage Serve Teams—communicate when we have projects, oversee task delegation, and coordinate service appreciation

### COMPENSATION:

We take good care of our people. The anticipated salary for this role is \$48,000 - \$60,000 with full benefits provided in addition to the salary.