



MISSION HILLS CHURCH

REAL. MESSY. NEW.

COMMUNICATIONS COORDINATOR

Campus : Littleton

Department : Ministry Environments

Direct Report : Marketing Associate Director

Position : Part-Time

Hours : 25 hours per week

WHY WE'RE LOOKING:

To support the Communications Team in a wide variety of capacities, including assisting with the population and editing of web content for our high-traffic WordPress websites and overseeing our online reputation and search engine optimization.

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
- Organized strategic planner

WHAT YOU'LL DO:

Web/Digital

- Assist with website updates, keeping website content timely, current, and appropriate. Handle maintenance of weekly sermon posting, podcasts, groups and serve opportunities, creating + maintaining forms, Bible study registration pages, + mission trips across all Mission Hills websites.
- 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 weekly maintenance of Subsplash App (weekly ad content, sermon uploads, post live events, etc.) and YouVersion event outline
- Communicate with departments on webpage updates and event information
- Assist with content creation and proofing for email campaigns and social media marketing
- Other miscellaneous web projects: Rock to Mailchimp data management, page titles/meta descriptions, technical SEO changes (training will be provided), podcast publication

Online Reputation Management + Search Engine Optimization

- Assist with blog content and production and other search engine optimization efforts
- Monitor online reputation sources (Yelp, Google my Biz, Google Reviews, etc) and respond to comments as needed

Development

- Meet regularly with the Marketing Associate Director to pursue ongoing spiritual and professional growth opportunities

Serve Team Management

- Help to 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, & coordinate service appreciation
- Help to coordinate Photography team schedules

COMPENSATION:

We take good care of our people. The anticipated salary for this role is \$32,500-\$41,000.