



JOB DESCRIPTION

Position Title	Student Ministries Communications Coordinator
Position Reports to:	Pastor of Children & Youth
Department:	Children's Ministry
Schedule (may vary)	12 Hours/week
Salary range	\$18.00 - \$20.00

General Description

The Communications Coordinator helps tell the story of what's happening in our 4th-6th grade, Jr High, and High School ministries by documenting and promoting ministry life and events.

Specific Duties and Responsibilities

- Designing flyers, handouts, and other printed and digital materials, with an eye for relatable visual style (the "look" of each age group is different)
- Printing and copying deliverables.
- Monitoring each ministry's website & communicating updates to the church webmaster
- Designing and producing three-month calendars for each ministry, monthly.
- Posting on a regular schedule to social media
- Helping produce weekly e-mail communications on the Mail Chimp marketing platform.
- Developing a repository of images for each ministry, by occasionally being present at events to take photographs/video

Knowledge & Skills Required for the Job

- Self-starter and problem solver.
- Ability to prioritize tasks, complete tasks independently, and meet deadlines.
- Good eye for design
- Experience with layout and design tools
- Must be able to work well with all kinds of people and handle situations with grace and tact.
- Computer Skills: Experience with Microsoft Office and/or Google Docs/Sheets is required.
- Proficiency with social media (Facebook, Instagram) is required.
- Experience with Wordpress and Canva is desirable.

Personal Relations

- Must believe in Jesus Christ and be in line with the mission and vision of the church.
- Team player with ability to interact with families, staff, church members, vendors and volunteers.
- Ability to keep church and personal information confidential.

Work Environment

- Weekday work happens in an office.
- Programs happen in busy, high-energy environments.

Schedule Requirements

- Most work can be completed on weekdays.
- Coordinator will regularly interface with ministry leaders to receive task assignments and give/receive updates on pending projects.

Physical Requirements

- Standing (regularly)
- Stairs (regularly)
- Walking quickly (frequently)
- Typing – computer keyboard
- Telephone – receive and dial calls, receive and send text messages.
- Speaking (regularly)
- Hearing (regularly)
- Lifting (up to 25 pounds)