

11/2/2017

# Communications Coordinator

## Point Loma Community Presbyterian Church

### Our Mission

*At Point Loma Community Presbyterian Church (PLCPC) we seek to Experience Jesus, Strengthen the Church, Journey into Deeper Faith, and Transform the World.*

### JOB DESCRIPTION

The Communications Coordinator is responsible for coordinating & mobilizing PLCPC's digital communications, branding & marketing outreach tools within the context of PLCPC's broader mission as stipulated above.

#### Communication Duties:

1. Website: Primary manager & liaison of PLCPC website between constituents and outsourced host.
2. Branding: Manage and implement design and copy for all PLCPC communications.
3. Coordination: Coordinate communication from every ministry to align with PLCPC mission and vision.
4. E-Blasts: Create and manage weekly emails to constituents, updating lists & tracking usage.
5. Spire: Prepare a monthly church newsletter.
6. All Church Calendar: Coordinate church calendar, room reservations, and set-ups.
7. Manage IT equipment for the church staff.
8. Database Management via Simple Church: Maintain accurate contact information for church body and integrate tracking and workflow tools to assist all ministries of the church.
9. Perform other duties as required including updating of the Chatsworth Blvd. marquee.

#### Accountability and Evaluation:

1. Reports directly to the Business Administrator and indirectly to Head of Staff.
2. Inform pastors, staff, and congregation of concerns and ministry needs of congregation as known.
3. Meetings: Interfaces regularly at weekly staff meetings & monthly with Business Administrator.
4. Accountable to Session via elders of Personnel Committee
5. Actively participate with all ministry staff team building, retreats, and gatherings for fellowship or training.
6. Performance evaluation and Terms of Employ are reviewed by the Business Administrator and elders of Finance and Personnel after the first 90 days and annually thereafter, in the PLCPC "at will" setting.

### QUALIFICATIONS

1. Must be comfortable working in a Christian environment.
2. Have a strong commitment to servant leadership, working well independently, as well as on a team.
3. Must be self-initiating, detail-oriented and flexible.

#### Experience/ Education:

1. Bachelor's Degree in Communications, Business Administration, Marketing or other relevant degree.
2. Technical skills in computer use, to include but not limited to, Microsoft Office, Adobe Photoshop and Illustrator, Simple Church, Mailchimp and communication abilities via electronic and social media.

### POSITION SPECIFICS

- Part-time position, 20 hours/week, flexible. Salary based on \$20/hour, one week of paid vacation. Start date: asap
- Employment is contingent upon a satisfactory completion of a background check (including but not limited to an investigation with State and Federal authorities regarding any history of criminal activities), and references.
- Applicants contact Business Administrator [melissa@pointlomachurch.org](mailto:melissa@pointlomachurch.org) with resume and three references.