



POSITION

The Communications Coordinator will serve Signal Mountain Presbyterian Church by providing effective communication to those within the church and to those in our community. His/her essential function will be to oversee anything people, touch or click, ensuring in each both clarity and mission alignment.

Read includes any written messages communicated from or about the church...be it in print or electronic form.

Touch would include weekly bulletins, newsletters, brochures, mass mailings/postcards or anything else that represents the church or has the church logo on it, in print form.

Click would relate to any form of web or email based technology, as well as social networking tools like Twitter, Facebook, etc.

RESPONSIBILITIES

- Help develop and manage a master communications plan for the church;
- Coordinate design, preparation, & distribution of all church/department-wide communications - printed and electronic - including the weekly bulletin;
- Coordinate the design of the website that is current and relevant in communicating the mission, vision and core values of the church;
- Coordinate the church's social media presence with volunteers and contract content providers;
- Coordinate video content for Church Communication and events.
- Create and design graphics for sermon series;
- Attend weekly staff meeting to hear and plan for the communication needs of the staff.
- Maintain communications projects in project management software.

REQUIREMENTS

- Evidence of a faithful and growing relationship with Jesus;
- Use of computer and software applicable for the tasks found in the job description (at present, includes Word-Press, MailChimp & Adobe Creative Suite);
- Proven ability to create, design and maintain a website;
- Demonstrated experience and ability to effectively use graphic design principles, typography, photography and video to produce quality communications products;
- Able to initiate projects and meet deadlines;
- Excellent written/oral communication skills.

ACCOUNTABILITY

The Communications Coordinator will be a member of a collegial staff team, reporting to the Senior Pastor through the Executive Director.