

Communications Coordinator

Position Summary

While the Communication Director's role is responsible for strategic planning, creative direction, churchwide initiatives, and overall team management, the Coordinator's position is responsible for ensuring special projects and weekly operations of the Communications Team are on track. The focus of this role is hands-on project management of printed and digital media (website, mobile app, newsletters, social media) as well as copyediting for these various media channels.

This is a high-volume position requiring strong written and verbal communication skills, hyper-attentiveness to detail, the capacity to manage multiple projects simultaneously on a daily basis, and a willingness to do whatever is asked to support our ministry teams.

Skills and Experience

- An active faith demonstrated by a history of serving and discipleship
- Strong project management skills - 4+ years of experience in a project management type role; preferably in marketing/design/communications
- Ability to write/edit copy for various media
- A willingness to jump in and/or take ownership for all kinds of projects
- Excels at minding the details, meeting deadlines, and managing projects simultaneously; thrives on follow-through
- A naturally-friendly disposition; good relationship-building skills
- Proficiency with project management software and organizational tools
- Aptitude for easily learning new technology/software

Duties and Responsibilities

This job description is not all-inclusive and can be modified by the Communications Director at any time.

- Maintain constant awareness of all status, priority, and next steps for communications workflows and projects, proactively communicating with team members
- Write and edit copy for print and digital publications, maintaining a consistent "voice" for First Woodway
- Liaison with ministry teams to establish marketing plans and deadlines
- Assist Communications Director with planning, research, and hands-on completion of various special projects
- Manage website and mobile app
- Manage and produce content for social media
- Manage timelines and logistics for film shoots
- Oversee volunteer photography team
- Manage production for all imprints/merchandise
- Various admin responsibilities, aided by a Communications Assistant