

Position	Communications Project Coordinator	Date	April 2018
		Status	Part-Time (25 hrs/week)

Requirements	
Experience:	Microsoft Office (Adobe Creative Suite preferred), general office equipment, managing projects, coordinating work of others, ability to type 30 wpm. (2 years minimum)
Education:	High School diploma or equivalent preferred.
Natural Talents:	Ability to manage time and set priorities, work with others, attend to details, communicate clearly through writing and reporting, and remain empathetic and tactful when working with others. Aptitude for technology.
Spiritual Gifts:	Administration, Helps

Responsibilities	% Time
<p><i>Coordination of Projects and Weekend Services</i></p> <p>Work with Communications team and other ministry staff members to track timelines and responsibilities for design, video, set design and web projects. Work with Communications Director and Media Director to ensure projects are completed on time and that project team members are communicating clearly and regularly about project needs and expectations. Track information and updates related to spotlights, verbal announcements and weekend service details. Coordinate with guest speakers to receive sermon outlines and slide requests.</p>	40%
<p><i>Communication Tasks</i></p> <p>Help answer emails sent to the general church email address. Create and post weekly sermon audio and video files. Support content collection for the bulletin and other materials. Help coordinate volunteers for photography, video projects and study guides. Produce the Plaza's weekly movie guide and maintain phone line. Send email newsletters for both WH and Plaza.</p>	35%
<p><i>Online/New Media</i></p> <p>Maintain the social media presence for both the church and the Plaza Theater. Respond to web site and social media comments/questions. Update content on the church web site (sermon files, event calendar, ministry content, etc.) and weekly showtimes on the theater site.</p>	20%
<p><i>General</i></p> <p>Participate as an active member of the church staff attending meetings, maintaining internal communications and paperwork and responding to questions as needed. Perform other duties as assigned by supervisor.</p>	5%

Relationships
<ul style="list-style-type: none"> Supervised by the Communications Director Work as a team member on Communications Staff Team Coordinate volunteers