

Communications Coordinator

Job Description

Part Time Position: 15-20 hours per week

Salary: \$15,000-\$20,000

Flexible Hours

Mission

This position is responsible for the day to day operations of church communications and executing strategies to support church members and attract new members consistent with the church mission and brand.

Responsibilities

Develop and maintain the website.

Create all print and electronic communication-including but not limited to: weekly bulletin (required work day Thursday), newsletters, funeral, baptism and seasonal material.

Update all social media (Facebook, Twitter, Instagram).

Create the weekly presentation of all church activities (required work day Friday or Saturday).

Core Proficiencies

Excellent oral and written communication skills.

Computer and social media literacy.

Creative problem-solving skills.

Ability to work independently and effectively build relationships.

Reporting Relationships

Reports to Office Manager and Senior Pastor.

Staff team member.

Indirectly accountable to the Pastor Staff Parish Relations Committee.

Preferred Qualifications and Requirements

Bachelor or Associate Degree in Marketing or Communications or Web Design.

Complies with all guidelines and policies of the Mayfield Church personnel manual.

*Must pass a background check.

Email cover letter and resume to info@MayfieldChurch.org