

Houston Northwest Church Job Description

Job Title: Communications Coordinator
Reports To: Director of Connections and Communications
FLSA Status: Hourly, Non-Exempt, Part-Time (28 hours/week)
Approved By:
Approved Date:

Job Overview

The Communications Coordinator will assist in the development and implementation of effective communications strategies for the church. The role requires project management, administrative and interpersonal skills. This position will work closely with all ministry areas to provide communication support in alignment with the vision and branding of Houston NW Church.

Personal Beliefs & Behaviors

The successful candidate must be a fully devoted Christ-follower and fully support the ministry of Houston Northwest Church and its leadership team. This individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. His/her daily walk with God will be an example to others with which he/she interacts. In addition, the candidate should exhibit:

- A gracious, Christ-like demeanor
- A teachable spirit
- Servant leadership with a heart for seeing others grow toward Christ
- Strong interpersonal skills
- The ability to be flexible in an environment that changes often
- Creativity and collaboration
- Initiative, perseverance and a helpful, "whatever it takes" attitude

Qualifications

The successful candidate will have a background in communications through education or related work experience. The candidate must be able to perform each stated responsibility with excellence in addition to a desire to constantly learn, an eye for design, an ability to adapt, a keen grasp of the English language in terms of grammar/editing, social savvy and a passion for the lost. Software proficiency should include Microsoft Office Suite and Adobe Creative Suite (Photoshop, Illustrator, InDesign). This individual will be a self-starter who is equally comfortable working independently and in a team environment.

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Responsibilities

The responsibilities listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General & Administrative

- Participate as a member of the Connections and Communications ministry team, brainstorming and strategizing ways to connect and communicate with all publics (internal and external).
- Maintain awareness of new trends in communications and suggest ways to appropriately integrate them in HNW's communication strategy.
- Assist in strategically streamlining systems and processes so that requests for all ministries are appropriately prioritized and communicated.
- Maintain a promotional calendar (print, video, electronic media, etc.) that includes all known ministry events, programs, sermon series, etc., to include timelines of required communications.
- Ensure the HNW brand is aligned and effective across all ministry areas.
- Assist in creating copy for digital and print communications, to include researching, writing, editing and some graphic design.

Website and Social Media

- Oversee website content and maintenance.
- Perform ongoing maintenance and revisions of the mobile app.
- Maintain weekly updates across social media accounts to keep content fresh.
- Produce weekly eNews.
- Create templates for ministries in Campaign Monitor as needed.

Print Media

- Create print media, including fliers, posters, postcards or other media as requested.
- Distribute, hang, replace, etc., print media as needed throughout campus.
- Maintain accurate inventory and usage of sign holders, A-frames, tabletop display holders, etc.
- Develop relationships with vendors to ensure excellent products and pricing for HNW print needs (paper media, signage, t-shirts, giveaways, etc.).

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- Keep accurate list of vendors for each type of print need to ensure purchasing consistency across ministries.

Volunteer Management

- Maintain and utilize volunteer teams for photography, graphic design or other communication specialties as needed.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. It is a nonsmoking environment.

Comments

The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.