



JOB DESCRIPTION

CREATIVE COMMUNICATIONS COORDINATOR

LOCATION: *Grace Community Church, 2346 Floral Avenue, Chico, CA 95926*

REPORTS TO: *Director of Operations*

COMPENSATION STATUS: *20 hours weekly / Non-exempt*

POSITION SUMMARY

Grace Community Church (Grace) is seeking a part-time Creative Communications Coordinator (Coordinator) who will oversee our creative ministry teams and help communicate the mission and impact of the church. This position will play a crucial role in spearheading communication within the church as an effort to enhance the effectiveness of Grace's programs and messaging. The Coordinator will focus on operating a communication calendar, leading various serving teams related to creative arts, production, and communication, as well as developing and implementing effective social media strategies to engage with our congregation and reach a wider community of unbelievers.

PRIMARY RESPONSIBILITIES

Oversee Creative Communication Teams

- Shall be the primary overseer of Grace's creative ministry teams, including those serving in skills of photography, videography, graphic creation, writing skills, social media management, and other creative endeavors. Shall be chiefly responsible for recruiting, training, onboarding, and leading teams in these areas.
- Shall foster a positive and collaborative team environment that encourages creativity and excellence in all communication efforts.
- Shall regularly meet with team members to provide direction, vision casting, discipleship, and mission alignment with ongoing projects.
- Shall oversee creative ministry teams during Sunday services and at Grace's events, coordinating with team members on a weekly basis and providing prayer, guidance, and assistance to them during these events.

Project and Calendar Management

- Shall maintain a comprehensive communication calendar for Grace, ensuring all church events, services, and activities are adequately promoted across various platforms and communication channels.
- Shall collaborate with ministry leaders to gather information and details about upcoming events to create compelling communication materials that accurately capture the messaging of both Grace and the event.

- Shall give guidance to the production and approval over the final product of Grace's audio/visual materials, graphics, and other creative assets used for promotion and storytelling at Grace.

Communication Strategy Oversight

- Shall work with social media teams and contractors to ensure Grace's digital platforms are accomplishing the mission of the church's digital outreach efforts.
- Shall work with Grace staff to ensure communication channels are being implemented effectively to promote Grace's initiatives. This includes having oversight over texting channels, digital newsletters, and printed and digital media.
- Shall ensure there is a strong communication strategy and process for engaging the broader unchurched community, as well as new visitors to Grace.
- Shall monitor online engagement on online platforms to provide analysis of what strategies are both effective and ineffective at connecting with our target audiences.

Branding and Messaging

- Shall ensure Grace has consistent branding and messaging across all communication materials and platforms. This includes presentation of Grace's branding materials and ensuring Grace has a consistent voice.
- Shall uphold the church's values and vision in all communication efforts, ensuring the central themes of Grace and the mission statement are felt through items communicated to the public.
- Shall be chiefly involved in the design process of promotional materials related to Grace ministries, holding a high standard of creativity, excellence, and effectiveness.

COMMITMENT

This is a part-time position that will require work onsite at Grace Community Church, including being present for monthly staff meetings and supervisor check-ins and evaluations. This position is subject to reevaluation on behalf of Grace annually. While this job description is comprehensive, it is not all-inclusive and the Coordinator may be asked to perform other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, and handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

DISCLOSURE

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. Any agreement made in relation to this job description does not constitute an employment contract, implied or otherwise, other than an "at-will" relationship.

QUALIFICATIONS

- Experience developing and implementing communication strategies.
- Excellent written and oral communication skills.
- Can demonstrate competency in Adobe Creative Suite, Canva, social media account management software, MailChimp, WordPress, and other applications needed to fulfill the responsibilities associated with this position.
- Contains project management skills, including being organized, having the ability to communicate into different team environments, and being able to manage multiple deadlines.
- A self-starter who is adept at identifying strategies to overcome growth barriers and challenges, while investigating opportunities to improve Grace's communication effectiveness.
- Relates well to others, builds effective relationships, communicates effectively both interpersonally and corporately.
- Presents a humble disposition, being committed to improvement, receptive to constructive criticism, and willing to learn and grow in their position.
- A mature and growing faith in Christ that serves as a model to those they lead, and having full agreement with the doctrinal position of Grace and the membership covenant.

GRACE'S MISSION STATEMENT

We are a community of Christ followers, on mission to grow in faith and love as we show and share the Gospel for the glory of God and the good of the city.

2 Thessalonians 1:3, James 2:14-17, Matthew 5:16, Jeremiah 29:7

GRACE'S VALUES

RADICAL GRACE

We embrace God's perfect love as a community of imperfect people.

Luke 7:36-50

BETTER TOGETHER

We pursue authentic relationships for the sake of spiritual growth.

Hebrews 10:23-25, Acts 2:42-47

TRUTH TRANSFORMS

We seek transformation through the unchanging word of God.

2 Timothy 3:16-17, Hebrews 4:12

BE THE CHURCH

We engage God's mission as a sent people in the everyday and not just Sunday.

Acts 1:8; Romans 10:14-15

GENEROUS LIVING

We live generous lives that reflect the goodness of the Gospel.

1 Timothy 6:18, 2 Corinthians 9:11

MADE TO MULTIPLY

We equip disciples and communities to grow so that they multiply.

Matthew 28:18-20, 2 Timothy 2:2

GENERATION NEXT

We develop tomorrow's leaders today.

Deuteronomy 11:19, Titus 2:1-8, 2 Timothy 2:2