

**Magnolia Church**  
**COMMUNICATIONS COORDINATOR**  
**Job Description**

**JOB PURPOSE:**

The primary task of this position is to coordinate print and digital communications and to ensure effective communication of Magnolia Church's vision, mission, and branding.

**GENERAL EXPECTATIONS:**

- Engages in personal spiritual disciplines seeking to be an authentic follower of Jesus Christ.
- Attends worship services regularly.
- Attends and participates in church staff meetings.
- Adheres to church policies and procedures.
- Reflects a professional image through dependability, appearance, and attitude.
- Fulfills other duties as assigned by the Executive Pastor.

**REQUIREMENTS:**

- Excellent organizational abilities and a talent for collaborating with multiple departments on several projects simultaneously.
- Excellent written and verbal communication skills.
- Familiar with Adobe Creative Cloud tools (Photoshop, Acrobat, Illustrator, InDesign, etc.), Wordpress, and graphic tools such as Canva.
- Proficient with Microsoft 365.
- Proficient in project management.
- Consistent awareness of changing cultural themes, trends, and norms.
- Prior work experience and/or degree in a related field preferred.

**RESPONSIBILITIES:**

- Collaborates with staff to produce the weekly bulletin, monthly newsletter, print materials, banners, and other promotional materials for regular programs and special events.
- Administers the Publicity budget under the oversight of the Executive Pastor.
- Coordinates bulk mailings and churchwide emails/text messages.
- Participates in brainstorming, creative, and planning meetings.
- Coordinates the printing and stuffing for the weekly bulletin and other printed pieces.
- Develops and maintains communications policies and procedures alongside the Executive Pastor.
- Develops and maintains a comprehensive schedule for all communications tasks and deadlines.

- *\*Develops, executes, and maintains a strong social media strategy and presence that promotes a positive and consistent message and picture of Magnolia Church.*
- *\*Schedules all churchwide social media posts.*
- Maintains a clear and consistently updated website that provides helpful ministry information and serves as a tool for outreach.
- Regularly updates church mobile app and coordinates its usage with the Executive Pastor.
- Coordinates and/or creates communication strategies to market, inform, and promote sermon series, events, ministry programs, and other campaigns as needed.
- Oversees the creation of all graphics (both in-house or outsourced) to ensure consistent branding across all ministries.
- Ensures that the Magnolia Church brand identity is consistent across all areas of usage.
- Coordinates with the volunteer photography team to photograph events and staff.
- Maintains digital photography archive.

This is a part-time, 20-25 hour per week position. Schedule will be Monday-Friday with exact days/hours to be determined, but occasional weekend work may be required. This position reports to the Executive Pastor, but also receives input and direction from the Executive Assistant to the Lead Pastor on certain tasks and projects.

*\*These items may be included in the position based upon applicant's skill set.*