

[Final Version]

Church Communications Coordinator

Home Moravian Church

Job Description

General Statement of Duties:

Home Moravian Church is looking for a Church Communications Coordinator. The individual in this position will work with church staff and leadership to develop and support ongoing communications and increase the church's presence in social media. This is a new position in our church structure, currently envisioned at 25 hrs/week.

Reports to:

The Pastor

Status: Part-time

Essential functions of the Job:

- Work with church staff and Communications Committee to translate the life and ministry of Home Moravian Church into compelling content for social and traditional media
- Develop, produce, and publish video, audio and image-based media that communicate the church's ministry
- Develop and implement new communication strategies to help Home Moravian Church reach the widest possible audience
- Manage regular livestreaming of church worship services and other special events (e.g., funerals) using existing livestreaming systems
- Ensure that electronic platforms are current
- Manage and maintain church website including weekly content editing as well as background website management
- Update, edit, and e-mail weekly newsletter to church members tying into other aspects of communication (i.e., linking social media platforms)
- Provide support for internet group meetings as needed (i.e., Zoom, others)
- Provide support for audio/visual equipment
- Other tasks deemed necessary by the Senior Pastor

Knowledge, Skills, and Abilities:

- Excellent communication skills: verbal, written, electronic (especially social media)
- Proven experience and facility with conventional and digital media platforms: written word, newsletters, Facebook, Instagram, Zoom, YouTube and emerging communication tools
- Expertise with web design and website management
- Strong collaborative interpersonal skills, attention to detail, and demonstrated ability to work well with others.

Requirements for the Job:

- Preferred Bachelor's degree in the liberal arts, preferably English, communications, marketing, or journalism
- Preferred experience in media communications and/or marketing
- Sunday morning and some evening work will be required
- Basic audio and video equipment knowledge
- Portfolio or examples of written and digital communication materials
- Proficiency with media/content generation tools, including image editing, page layout and video editing software. Experience with Adobe Premiere Pro, Constant Contact, Apple Final Cut Pro or Sony Vegas a plus

Other:

All staff members are required to abide by the most recent edition of the Policy Manual of Home Moravian Church.

All staff members are required to act in a manner consistent with the values and overall mission of Home Moravian Church.