

## Job Description: Communications Coordinator

Status: Part Time, 15-18hrs per week.

Team: Support, reports to Executive Pastor

### Job Description

As Communications Coordinator contribute to the church's mission by providing strategic vision for communication by overseeing and facilitating clear communication with the leadership and congregation. At peak effectiveness lines of communication will be quick, clear, regular, and accurate across all platforms and mediums. All information shared with the congregation will be timely, well organized, user friendly, and engaging.

### Qualifications & Abilities

- A growing and influential relationship with Jesus.
- Commitment to the beliefs, mission, and vision of Dallas Bible Church.
- A high capacity leader: self-starter, highly organized, goal-setter, great communicator, infectious joy, team-player, great planner.
- Strong presentation and communication skills (verbal, writing, interpersonal).
- Described as creative, strategic, and organizational minded.
- Experience with business systems, workplace operations, and project management tools.
- Experience in and knowledge of media relations, communications platforms, graphic design, and marketing.
- Knowledge of design trends and techniques for web, social media, and print platforms.
- Experience with MS Teams, Canva, MailChimp, Web site admin applications.

### Primary Responsibilities & Tasks

#### **Communication Oversight: 70% of time executing a cohesive communications plan**

Through using multiple platforms and engaging content provide our congregation and target audiences with temporal solutions, resources, and next-steps in order to build the trust required to provide spiritual solutions. As chief editor and communications lead, manage the content, quality, and frequency of communication sent by the church.

*Internal Engagement:* develop mission directive language and clear communication plan that helps deliver messages in a clear and concise way. Creates and shares master communication plan/guide with staff and team leadership keeping everyone on the "same page." Utilize multiple mediums to inform the congregation while on campus and throughout the week.

*External Engagement:* Seek out ways to engage the community through marketing initiatives and interaction with community outlets. Works with staff and ministries to use the Dallas Bible brand in a way that helps reinforce the vision and mission. Engages and explores trends and platforms evaluating how it can be leveraged to help tell the story.

#### **Ministry Oversight: 20% of time on visioning/planning/execution, leadership, and development.**

Cast a forward-thinking vision for our communication platforms, methods, and teams.

*Leadership:* prepare an annual ministry plan, budget, and calendar. Provide leadership to execute the vision through the recruitment and development of a volunteers, team leads, or vendors. Monitor and support ministries and our readiness for upcoming events and service gatherings. Communicate regularly with those below and above your leadership on ministry programming and potential issues.

*Development:* Organize current/future platforms for peak effectiveness and use of staff and volunteer teams. Contribute to the ongoing enhancement the church's strategy. Utilize a Social Media Calendar to ensure alignment with campaigns and church needs.

#### **Spiritual Growth: 10% of time above and beyond personal growth allocated to your relationship with God.**

Grow in your relationship with God. Model a vibrant, relevant, authentic experienced walk with the Lord that appeals to others. Spend time in prayer for the volunteers, the ministry, and DBC as a whole.

### Upcoming Goals & Expectations

- Learn communication platforms and processes. (Spring 2022)
- Keep weekly structures running while working towards new approaches (Spring 2022)
- Consolidate communication assets and resource staff and volunteers (Summer 2022)
- Develop "StoryBrand" type cohesive communication plan to invite our membership into the story (Fall 2022)