



Ministry Position Description

Position Title: Communications Coordinator (Part Time - 28 hours/week)

Job Description: Support the mission of Door Creek Church (DCC) by overseeing and implementing all communication at DCC, internal and external, including staff and volunteers.

Reporting Relationships: Reports to the Executive Assistant

Primary Responsibilities

- Leadership
 - Maintain the annual communication calendar coordinating ministries and church wide events.
 - Develop and maintain systems and processes to ensure consistent and clear communication across DCC.
 - Create strategies to market, inform and promote church wide events.
 - Collaborate with teams to maintain consistency across projects and materials representing DCC.
 - Proof and edit all written materials distributed to 100+ people.
- Website - maintain an effective presence on the web, including style/presence, SEO, Google Analytics, new technology.
- Social Media - manage ongoing social media and strategies, content management & coordination with writer/teams.
- Brand Management - articulate the identity, culture, and vision of DCC clearly and develop standards to create consistency for all church initiatives and ministries.
- Content Creation - curate and coordinate all print and web communications.
- Volunteers - enlist, equip, and encourage qualified volunteers such as writers, artists, designers, and photographers.

Personal Qualifications:

- A follower of Jesus Christ, able to communicate their testimony.
- Attends Door Creek Church and embraces our mission, vision and values.
- Demonstrated effectiveness in leading communications in a larger organization.
- Excels in writing and editing skills.
- Strong gifts in leadership and good with people.
- Ability to maintain high standards of confidentiality.
- Someone who thrives in a dynamic and agile work environment.