

CREATIVE COORDINATOR

JOB DESCRIPTION

Title: Content Coordinator

Reports To: Director of Communications

Last Updated: March 2024

(Part Time: 16-24 Hours)

Objective:

We believe that beautiful things have the ability to move people into an encounter with Jesus. Historically, the church has used human creativity to create environments where these kinds of encounters happen. Think about all the beautiful cathedrals, artwork, and music that has inspired people for over 2,000 years to come before the living God in worship. Theologian Ryan Lister talks about our creativity this way: "Our creativity is at its best when it lifts our eyes to transcendence and forces the world to wrestle with their Creator." We are looking for a creative professional to join our team part time to create beautiful things that inform and inspire.

More practically, the current communications director requires someone with administrative and detail-oriented giftings. As our church transitions into a season of growth,, the role of Content Coordinator becomes crucial in ensuring the seamless execution of our communications strategies and creative initiatives. Reporting directly to the Communications Director, this position blends administrative proficiency with a keen eye for detail and creativity.

Skills/Knowledge/Experience Required:

- Strong organizational skills and the ability to manage multiple priorities effectively.
- Excellent written and verbal communication skills, with a meticulous attention to detail.
- Proficiency in administrative tasks and software tools such as Microsoft Office Suite, Google Workspace, and project management platforms.
- Basic knowledge of graphic design principles and basic experience with design software (e.g., Adobe Creative Suite) is a plus.
- A collaborative mindset and the ability to work effectively in a team environment.
- Passion for creative expression and a willingness to contribute innovative ideas to our communications efforts.
- Prior experience in a communications or administrative role is preferred.

Responsibilities:

- **Task Management:** Efficiently manage and prioritize a variety of communications tasks, including but not limited to email correspondence, scheduling, and document management.
- **Creative Support:** Assist in the coordination and execution of creative projects, such as graphic design tasks, social media content creation, and multimedia production.

- **Content Creation:** Draft engaging and compelling content for various communication channels, including newsletters, social media posts, and website updates.
- **Calendar Management:** Maintain and update the communications calendar, ensuring timely dissemination of information and alignment with organizational objectives.
- **Coordination:** Serve as a liaison between the Communications Director and various stakeholders, including staff members, volunteers, and external partners, facilitating clear communication and collaboration.
- **Administrative Duties:** Handle administrative tasks such as filing, data entry, and record-keeping to ensure organizational efficiency and compliance.
- **Research:** Conduct research on industry trends, best practices, and relevant topics to inform and enhance our communications strategies.
- **Quality Control:** Perform thorough proofreading and editing of written materials to maintain consistency and professionalism across all communication channels.

Expectations:

Communication

Effective communication is a simple yet critical component to effective teamwork and ministry. When it comes to expectations, schedules, responsibilities, email, and the like, we strive for clear and frequent communication and expect all team members to do the same. Practically, this means responding to emails, texts, and phone calls, giving advance notice when special circumstances prevent expectations from being met, and updating their overseeing pastor of the progress of projects and tasks.

Dependability

Since we place a high value on teamwork, the dependability of each team member is of utmost importance. We expect all team members to demonstrate exceptional dependability and consistency. Practically, this means taking full ownership over assigned areas of responsibility, completing assignments and projects excellently and on time, and prioritizing availability during the agreed upon times. This also means that though we all have specific responsibilities, at the end of the day, the entire team does whatever it takes to accomplish what the church needs done, whether that be setting up chairs, running errands, or taking out the trash.

Growth

We value the spiritual, personal and professional growth of every person on our staff. As a staff member you can be expected to be cared for, developed and invested in. We are looking for staff members who will take advantage of that investment while also pursuing opportunities for spiritual and professional growth on their own.

Relationships within the Heights Team:

I receive input from: Director of Communications

I lead: Creative and Content Production

Accountability: Bi-Weekly 1-on-1

Compensation

Hourly: \$18/hr - \$26/hr

Time off/Sick Time - Negotiable