

Position Title: Communications Coordinator
FLSA Status: Non-Exempt, 40 hours/week
Supervisory: No
Reports to: Director of Communications

Summary Description

The primary purpose of the Communications Coordinator position is to work with departments across the organization to plan, develop and implement effective communications and marketing strategies for Floris/Restoration United Methodist Church.

The Coordinator will oversee the creation of promotional collateral that delivers a clear brand message, ensuring deadlines set for the release of content across all channels are met.

This position requires collaboration with others in the organization to achieve brand consistency, coordination of information flow and the highest standards of external communications.

Responsibilities

Following the guidance of the Director of Communications, duties include, but are not limited to:

- Develop communication plans for assigned projects and create schedules and supplementary materials for promotion
- Assist in copywriting and editing content to ensure brand voice and tone, including content development across various platforms.
- Monitor flow of information for timely changes and updates; support the execution of change in plans
- Liaise with appropriate stakeholders to provide the required information for Department communications
- Ensure consistency and continuity of information on church communication tools for which responsible
- Create and produce other items as directed by the Director of Communications.
- Maintain annual project and content /editorial calendars
- Support Director of Communications with the reconciliation of department expenditures.

- Submit vendor quotes for events-related merchandise, and other related services and products.

Attend meetings as directed by the Director of Communications to ensure consistent messaging and collaboration across all locations.

Other duties as assigned by the Director of Communications.

Qualifications

B.A. in Marketing, Communications, English or Journalism or equivalent

Three years' experience working in an office environment with a knowledge of marketing and communication best practices and tools

Strong proficiency in Microsoft Office, Adobe Creative Cloud preferred.

Social Media, Website, Copy writing and editing expertise required; Knowledge of AP style guide format

Experience with content and project management systems preferred.

Familiarity with office support equipment (copiers, duplicators, bookmakers, folding machines, etc.) and ability to quickly adapt to new equipment.

Ability to work in a team environment.

Experience in a high-volume, fast-paced, customer service-oriented, data entry and management organization preferred.

Occasional weekend support with events or projects may be necessary

Excellent organizational skills and ability to prioritize workload, manage tasks simultaneously, problem solve and make decisions and meet deadlines with minimal supervision.