



## **CONTENT COORDINATOR** **CHRIST CHURCH CRANBROOK, BLOOMFIELD HILLS, MI**

Christ Church Cranbrook is a dynamic, thriving Episcopal community experiencing significant growth and transformation. Our vision is to be a place where all can explore Meeting Jesus, Finding Joy, Sharing Beauty, and Serving Others. We are looking for an exuberant candidate with excellent customer service skills who shares our passion for creating a joyful environment for all who enter the church.

### **Summary Job Description**

The Content Coordinator provides support for the Marketing and Communications Director. This is a part-time, at-will position, paid hourly, not to exceed 28 hours per week. The candidate will keep track of the responsibilities and projects as directed by the Marketing and Communications Director and the Rector, fulfilling all responsibilities in a timely manner. The candidate will like to problem-solve creatively, enjoy working collaboratively, and utilize technology strategically to support the church's activities. The Content Coordinator reports directly to the Marketing and Communications Director and is employed at the Rector's will.

### **Job Responsibilities**

- **Communications**
  - Content creation for social media (photo and video), writing copy for promotions, publications (print and digital), and digital/social needs.
  - Capture content at special services and events as needed and/or coordinate volunteers for the photography ministry when possible.
  - Lay out and input copy for our weekly print and email newsletters, posters, email campaigns, flyers, etc., and make graphics for event promotion.
  - Content changes on the website and special projects.
  - Editing audio files for the podcast (sermons, webinars, classes, etc.)
  - Manage print supplies for in-house printing as needed.
- **Administrative Support**
  - Updating attendance reports for church events
  - Format letters, documents, and emails for clergy
  - Provide support for announcements of various programs
  - Crosscheck church communications with the Master Church Calendar
  - Prepare and execute one-off print needs for the church (baptism certificates, cards for ministries, etc.)
- Other Communications and Administrative Duties as Assigned

## **Job Requirements**

- At least one year of photo and video content creation experience
- Adeptness and solid knowledge of software (Google Workplace, Microsoft Office, Adobe Creative Suite) and ability to learn and utilize other software and technology
- Creative writing and editing skills, including proofreading
- At least two years of experience in similar work
- Attention to detail and accuracy
- Excellent organizational skills and the ability to multitask
- Able to work efficiently under pressure and tight deadlines
- Maturity of character, cultural sensitivity, compassion, discernment, and commitment to confidentiality

Applicants, please submit a Resumé, Cover Letter, and portfolio of related work to [gwilliams@christchurchcranbrook.org](mailto:gwilliams@christchurchcranbrook.org).