

Communications Coordinator

Job Description

First Congregational United Church of Christ

Madison, Wisconsin

Purpose: Manages and supervises all external and internal communications with the primary purpose being to support the communication efforts of various programs and ministries of First Congregational United Church of Christ. This includes managing both print and electronic media, and providing creative and marketing counsel to staff and church members to effectively reach specific people or groups regarding FCUCC programs and ministries.

Reports to: Senior Minister

General Responsibilities:

- External Communications – Manage the creation and publication of print and electronic communications to the wider community on behalf of the church.
- Internal Communications – includes management of communication materials between the church staff, ministries & church community.
- Communications/Publicity/Outreach – demonstrate genuine passion for communicating – verbal, written & electronic.
- There is an expectation of collegiality to serve and meet the goals of the church.

Specific Responsibilities:

- Responsible for the overall planning, implementation, organization, and direction of FCUCC communication strategies.
- Manage communication vehicles to create momentum and awareness.
- Evaluate the effectiveness of communication strategies and adjust as needed.
- Manage the production, development, distribution, and maintenance of all print and electronic collateral including but not limited to, bulletins and inserts, newsletters, brochures, monitors, powerpoints, and website.
- Mentor and lead staff and volunteers responsible for website administration and coordination.
- Lead the development of online content that engages audience segments and leads to measurable action.
- Manage media contacts.
- Mentor volunteer teams with specific talents to assist with communication duties.
- Understand promotional use of church management software. Understand the communications component of the Church Management Software program including working knowledge of features & functions.
- Be proficient in utilizing social media strategies.
- Work with the Stewardship Board for development, production, and distribution of yearly campaign materials.
- Manage church signage internal & external.

- Attend weekly staff meetings.
- Work with FCUCC Foundation on any promotional materials needed.
- Performs other duties as assigned by supervisor.

Full Time Position

Communication degree or experience desired

Salary is commensurate with experience

Health Insurance optional

Interested persons should send a cover letter, resume, and three references to Rev. Eldonna Hazen at ehazen@firstcongmadison.org

Job posting will close on November 15, 2018

Experience preferred in:

- Microsoft Suite
- Constant Contact
- Website platforms