



**Fort Street  
Presbyterian  
Church**

## **Position Description: Communications Coordinator**

### **Fort Street Presbyterian Church**

#### **PURPOSE**

Driven by FSPC's mission and values of Love, Justice, and Inclusion, the Communications Coordinator will create, organize, plan, and implement effective communications messages and strategies for/with the church, Open Door, and community audiences. This position will also provide administrative support for the church and Open Door.

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#### **ACCOUNTABILITY**

The Communications Coordinator works within the established Presbyterian polity, FSPC Bylaws, and the FSPC Employee Handbook, for the assignments as noted; have authority, within Session policy, for decisions assigned; be accountable to and under the supervision of the Operations Manager and Pastors/Head of Staff.

**FLSA Status:** Hourly/Exempt Work Hours: 20 hrs per week, approximate hours: Monday-Thursday 10-2; Weekends/Evenings as Events require

#### **DUTIES/RESPONSIBILITIES**

- Develop a multi-channel communications strategy driven by the church's vision and values.
- Unify and align everyday messaging with the church's voice, goals, and priorities.
- Partner with the church's different ministries, meeting with them and creating communications plans to mobilize their specific audiences.
- Ensure high-quality and high-impact communications reach both internal and external audiences.
- Responsible for creating and approving invitational church and Open Door communications including, weekly newsletter, special newsletters, mass (e)mailings, posters, brochures, banners, (e)signage, pre-recorded and live streaming videos, audio (podcasts), social media posts, and press releases.
- Oversees the development, maintenance, and upgrades to the Church website including methods to deliver messaging, ease of navigation, and clarity of information; ensures content is current and relevant for invitational purposes.
- Own and manage the church's brand/identity.
- Capture and share stories of life change and impact, as related to the church and Open Door.
- Collects/assesses digital traffic analytics to evaluate effectiveness of invitational efforts.
- Attends regular staff meetings to maintain communication across departments.
- Greet guests during the week - help guests find the services and information they need, coordinate and lead church tours, etc.
- Develops, implements, and adheres Communications Budget.
- Other administrative duties as assigned.

## **KNOWLEDGE/SKILLS**

- Must be motivated and self-directed; a proven strategic problem-solver, influencer, and relationship manager with strong emotional intelligence, and an orientation toward results.
- Ability to manage/coordinate multiple projects and diverse teams of people to meet deadlines.
- Knowledge of Mailchimp and/or other email and mass communication software.
- Knowledge of social media platforms such as Facebook and Instagram.
- Ability to operate basic audio/visual equipment.
- Proficient in Microsoft Office Suite or related software and the ability to learn church management software
- Strong collaborative skills with proven success influencing external and internal groups, contributing to cross-functional ministries and congregational engagement.
- Strong copywriting and editing skills, communicate effectively using the written word.
- Experience and skills related to ministry and church life are preferred.

## **EDUCATION/EXPERIENCE**

- Bachelor's degree in Communications, Marketing or like fields preferred.
- An active and growing relationship with Jesus Christ. Knowledge of the Bible, the Reformed tradition, Presbyterian-ism, and an ability to integrate the Christian faith into day-to-day work in a way that brings about the advancement of God's love and justice.
- Experience leading marketing and communications in a church setting preferred.

## **REVIEW AND APPROVAL OF WORK**

Annual performance and employment review will be directed by Operations Manager with input from the Pastor/Head of Staff and Personnel Committee

## **COMPENSATION**

- Salary commensurate with experience
- Benefits, vacation time and sick leave in accordance with Employee Manual.

## **TERMINATION**

Employment may be terminated by either the Communications Coordinator or the Church by delivering written notice to the other party at least two weeks prior to the effective date of termination.