

## **New Life in Christ Church Punta Gorda, Florida**

### **Position:**

#### **Communications Coordinator**

### **General Description:**

The Communications Coordinator will serve by producing and providing high quality media and outreach materials that effectively convey the mission and message of New Life in Christ Church. This individual will seek to use their personal and spiritual gifts and technical skills for the benefit of the Church by effectively and efficiently performing the duties assigned to them.

### **Requirements:**

1. A high level of computer skills including Microsoft Office, MAC, ProPresenter7, Video Editing software knowledge is essential.
2. Effective oral and written communication skills.
3. Good working skills with social media, email and data transfer.
4. The candidate must be trustworthy and able to maintain a high level of confidentiality.
5. The candidate must demonstrate they can work well with other members of the church staff, sound team and servant volunteers.
6. This position requires a person with a high level energy who works independently with highest level of integrity and the ability to meet deadlines.
7. Must demonstrate Christian love as well as a growing faith walk with Jesus Christ.
8. Must successfully pass a church specific criminal background check.

### **Responsibilities:**

1. Handle all slide preparation for worship services and special events.
2. Perform all video editing for worship services and special events.
3. Upload all media files and slides into the Pro-Presenter software by deadline for worship services and special events.
4. Create slides by selecting graphics as needed by ministry team or special events coordinators.
5. Create a video picture slide show for special events as requested and within reasonable guidelines.
6. Ensure that all services are adequately placed on social media accounts for viewing prior to worship times.
7. Assist in managing social media accounts maintaining a decorum proper to Church communication.
8. Create all marketing campaigns for broadcast to the congregation and community.
9. Create and organize the weekly newsletter.
10. Create church wide e-blasts for marketing and informational events.

11. Create weekly script and editing for video announcements.
12. Additional tasks assigned by the Lead Pastor or Administrative Director.

**Accountability:**

The position will be accountable to the Administrative Director. Flexibility is key with this position and deadlines must be met. Holidays such as Christmas and Easter will result in more work hours needed.