



JOB TITLE: COMMUNICATIONS COORDINATOR

REPORTS TO: DIRECTOR OF COMMUNICATIONS

JOB PURPOSE:

To provide organizational, clerical, estimation, billing, and production assistance along specific tasks as required for various Communications department projects. The position requires the ability to work with all Stonebriar Community Church (SCC) ministries, vendors, and contractors to facilitate and contribute to the productivity of the Communications Department.

MISSION STATEMENT:

- To effectively represent the core values of Stonebriar Community Church in the content and production of all church communications.
- To support with excellence all ministries and departments of Stonebriar Community Church.

DUTIES & RESPONSIBILITIES:

Including but not limited to:

- Coordinates with Communications Director and church office staff.
- Coordinates Communications tickets (projects) and workflow. This includes maintaining management reports and distributing them weekly.
- Accounting procedures: checks invoices and expense receipts for accuracy and processes them, i.e. credit card reports, receiving/invoicing, departmental coding).
- Assists in coordinating/tracking delivery of material from vendors and scheduling pick up of material from appropriate ministries. Manages work requests that need to be submitted to vendors for production. This includes quality control of product and ensuring delivery to appropriate department or distribution point.
- Maintains record of advertising contracts and follows up on submission and publication of ads.
- Works with Graphic Designers to ensure that in-house print material is distributed to appropriate locations in a timely manner.
- Coordinates space management of kiosks, credenzas, marquee signs, and hanging signs on church property.
- Coordinates with all ministry teams to ensure that all public distribution points throughout the church contain approved materials that are organized, current, and neat.

- Serves as backup for production of worship folder, sermon notes, and HTML newsletters as needed.
- Bids jobs with multiple vendors to ensure value and quality.
- Maintains sample book for elders and senior leadership.
- Assists in managing and verifying release forms from various ministries so that content/images used on any Stonebriar website is documented.
- Helps facilitate requests from staff, church members, and visitors when feasible (e.g., requests for photos, old newsletters, quotes, and other information).
- Provides administrative assistance to Communications Director.
- Monitors incoming telephone calls.
- Contributes to Stonebriar mass mailings, as needed.
- Contributes to team planning for support and promotion of church ministries and ministry activities.
- Tracks and produces purchase orders.
- Contributes to team planning for support and promotion of church ministries and ministry activities.
- Performs support duties as required for Communications activities.
- Maintains all inventory items for Communications department, i.e. letterhead, plotter supplies, etc.
- Is available by cell phone outside regular office hours, as needed; stipend will be provided.
- Maintains department calendars in Outlook, as well as white board located in Communications office.

TEAM MEMBER CONTRIBUTION:

Actively contributes to the improvement of the ministry of SCC and provides prayerful support.

- Attends Communications staff meetings and takes notes.
- Assists the Communications staff and leadership team.
- *Teamwork:* Functions well with coworkers, treating them with honor and grace.
- *Spiritual Encouragement:* Encourages spiritual focus and commitment by modeling the Core Values of Stonebriar Community Church.
- *Improvement of Ministry Operations:* Contributes toward the improvement of the ministry as a whole.

QUALIFICATIONS:

- Personal relationship with Jesus Christ.
- **Servant's heart.**
- Teachable and open attitude.
- Commitment to the Statement of Faith and Core Values of Stonebriar Community Church.
- A bachelor's degree in Journalism, English, Communications, Marketing, Advertising, or Business is preferred.
- Typing speed of 50 wpm.
- Strong organizational and multitasking skills with a detail-oriented focus.

- Strong grammatical and proofreading skills; good grasp of grammar and writing style.
- Tact and strong communication/people skills.
- Basic understanding of print and media production issues.
- Ability to negotiate pricing with vendors.
- Five or more years of experience working effectively in a fast-paced environment. Customer service experience preferred.
- Computer skills, including proficiency in Microsoft Word, Excel, and PowerPoint. Knowledge of InDesign, Publisher, and/or Adobe Photoshop a plus.
- Working knowledge of the Internet.
- Self-motivated yet able to collaborate effectively with team.
- Stonebriar membership preferred.

JOB STATUS:

- Full-time (37.5 hours/week)
- Full benefits
- Non-exempt