

## **Communications Coordinator**

### **Job Description**

**Qualifications:** The Communications Coordinator must meet the qualifications of both church members and church deacons/deaconess given in Immanuel Bible Church's Constitution (article IV, section 2; article V, section 4B). The Communications Coordinator must be a person of renowned good character, possessing spiritual and personal maturity which results in the ability to work well with others in effective ministry. The demands of the position requires exceptional relational, organizational, communication and administration skills and abilities.

1. It is desired that the Communications have competency in Microsoft Office, church management software, Word Press (or equivalent systems). Experience in Website development/management a plus.
2. It is desired that the Communications Coordinator have knowledge and experience in church ministry and have a personal desire and aptitude for church ministry.

**Overview:** The Communications Coordinator must have the ability to co-labor with the Pastoral staff and the large number of IBC volunteers (Servant Administration Team and Ministry Leaders) in implementing the Mission, Vision, Values and Priorities of Immanuel Bible Church. The Communications Coordinator must be gifted in marketing, organization, and various promotional communication platforms. They must possess the ability to work well with a variety of volunteers and manage multiple projects effectively and efficiently. The success of the Communications Coordinator will be the success of the ministry teams and the overall advancement and flourishing of the comprehensive gospel ministry at IBC.

### **Responsibilities:**

#### **Primary focus of ministry for the Communications Coordinator:**

- Advancing and maintaining the IBC website.
- Administration of the IBC church management software.
- Advancing Social media communications.
- Creative content and publications for various ministry team promotions.
- Announcement slides for Sunday services.
- Creating and emailing bulletin, prayer requests, and other pertinent communications.
- The utilization and maintenance of the IBC check-in program.
- Assist the Missions Team with the Missions Display Smartboard.
- Coordinating and distributing the Quarterly Member meeting packets.
- Assisting the IBC Technology Team with its YouTube presentations.
- Creative coordination and publication of the annual pictorial directory.
- Assisting the Office Administrator when necessary.

### Additional Ministry Advancement

1. Work collaboratively with the Pastoral Staff, Elders, Servant Administration Team and key ministry leaders in implementing the Mission, Vision, Values, and Priorities of IBC.
2. Provide marketing and communication support to the above-mentioned staff and volunteers.
3. Participate in the ongoing evaluation of the effectiveness of IBC's ministries with the goal of continuous improvement and ministry advancement.
4. Collaborate with the Pastoral Staff and ministry leaders with the creative content and publication of IBC materials both online and printed.
5. Collaborate with the Pastoral Staff and volunteer ministry leaders in facilitating special events and special ministries (missions' conference, outreach events, service projects, concerts, holiday services, etc.).
6. Be available/flexible for other administrative functions based on ministry needs.
7. Perform other duties as assigned by the Lead Pastor and Elder Team.

### Compensation & Benefits

1. Base Compensation:  
The hourly rate for the Office Administrator shall be determined on hire.  
Annual reviews and compensation adjustments shall be rendered.
2. Retirement contributions / 403b:  
The staff shall have the opportunity to contribute to a 403b.
3. Vacation:  
2 weeks of compensated vacation shall be given for the first year.  
An additional week added to the compensation on the following year.
4. Professional Development:  
The registration fees for 1 Elder-approved continuing education/conference shall be included in the compensation.