

Communication Coordinator

Reports To: Pastor

Effective Date: May 17, 2023

Updated Date: n/a

Position Summary

The Communication Coordinator shall collaborate with staff to create and distribute accurate, effective, and timely communication to the BLC congregation and community. Utilizing various current and emerging forms of communication (print, screen, email, social media, community news outlets, etc.), the Communication Coordinator works to equip and engage the community in the life and ministries of BLC. The Communication Coordinator is the brand ambassador for the church.

Duties & Responsibilities

The following duties & responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Support BLC's mission to change lives in the name of Jesus.
- Create print and digital communications to equip people for participation in worship, both in-person and online (i.e. - worship bulletin, etc.).
- Create and proofread invitations and announcements (i.e. - bulletin announcements, pre-worship slides, videos, sign-up forms, posters, etc.)
- Design, collaborate, produce, and distribute monthly newsletter.
- Update and manage the BLC website.
- Manage the voicemail and phone system.
- Manage email and respond in a timely manner.
- Work with internal partners (i.e. - council, ministry teams, etc.) to prepare communication elements necessary for congregation meetings, events, and special programming.
- Update and manage the electronic sign.
- Maintain church database - additions, removals, updates, etc.

Desired Qualifications

- Solid understanding of church operations.
- Strong written and verbal communication skills, including editing and proofreading.
- Knowledge of creative marketing communication strategies.
- Competence with and/or willingness to learn the use of software, including but not limited to Microsoft Office, Power Point, Adobe, and Canva.
- Ability to manage multiple projects simultaneously and prioritize needs.
- Ability to work independently, as well as with a team.