



COMMUNICATIONS COORDINATOR 2020

1. FUNCTION

The Communications Coordinator provides effective and efficient administrative support and will create and carry out communications plans for church initiatives. Additionally, the coordinator will provide creative copywriting and collaboration on various church projects. The Communications Coordinator must be able to represent with authentic agreement the church's positions and explain both the content and the heart in all interactions with the church family and those outside the church membership in all ways required as a result of the ongoing duties of the job.

2. DUTIES & RESPONSIBILITIES

2.1 Administrative Support

- Scheduling and coordinating video shoots with staff and/or church members/guests (podcasts, Need2Know, promos, etc.)
- Processing monthly visa statements and receipts
- Managing projects for larger initiatives
- Tracking and reporting key performance indicators

2.2 Copywriting

- Writing descriptions for announcements on the website, social media, and welcome desk briefs
- Writing scripts for video announcements and other short form videos
- Writing and managing social media content
- Maintaining consistent brand voice across church departments and communication channels

2.3 Online Presence

- Assess, improve and maintain NHC's online presence through various media
- Oversee and maintain the website and *My North Hills* app

2.4 Creative Input

- Collaborating with the Communications Director
- Creating and improving internal and external communications

3. Accountability

The Communications Coordinator is accountable to the Communications Director and will report on activities on a regular basis or as requested.