



# TRINITY PRESBYTERIAN CHURCH

CHARLOTTE, NORTH CAROLINA

## STAFF TEAM JOB DESCRIPTION COMMUNICATIONS COORDINATOR

REPORTS TO: Church Administrator  
DIRECTLY SUPERVISES: N/A  
STATUS: Part-Time (20 hours per week)  
DATE: 2019

### JOB SUMMARY

As the “first face” of Trinity, the Communications Coordinator provides a welcoming first impression and promotes the life of the church in person, online, and through social media.

### ESSENTIAL FUNCTIONS

- Ensure friendly, informative reception in person and on the phone.
- Expand the church’s reach into the larger community via social media.
- Possess graphic design skills in order to effectively and creatively communicate church life.
- Curate Constant Contact communications including weekly email update and other announcements.
- Serve as staff liaison to the Communications Ministry Team in conjunction with Church Administrator.
- In conjunction with the Communications Ministry Team, regularly update content on the church website, and design and publish the bi-monthly church newsletter.
- Distribute mail to the appropriate person.

### OTHER RESPONSIBILITIES

- Attend weekly staff meetings.
- Coordinate office volunteers as needed in conjunction with the Church Administrator.
- Assist Administrative Coordinator in preparing documents for mailing, i.e. bulletins, announcements, letters to the congregation.
- Assist in the programming of office phones and training/assistance for other employees.
- Maintain confidentiality and discretion regarding sensitive information.

### MINIMUM QUALIFICATIONS

Preferred BA/BS  
Experience with graphic design and social media

## PHYSICAL REQUIREMENTS

Requires hours of sitting and using office equipment and computers.  
Converse with a wide variety of people on various issues.

## CORE COMPETENCIES

- **Creativity:** Possesses skills to communicate both visually and verbally in a way that garners excitement and energy. Thinks outside-of-the-box. Willing to try new ideas.
- **Technology:** Possesses proficient skills in Microsoft Office Suite, Wordpress, Social Media (Instagram, Facebook and Twitter), general graphic design, and overall computer competency.
- **Interpersonal Skills:** Demonstrates the ability to work with all kinds of people. Engages people positively, with a demeanor of optimism and abundance. Demonstrates the skills of active listening and practices good discernment. Productively engages and resolves interpersonal conflict. Understands the value of discretion and how to use it. Holds others accountable in a spirit of love.
- **Process Management:** Able to discern the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient workflow.
- **Resourcefulness:** Seeks answers and information when needed. Knows who to ask, connects with other people and leaders on the team.
- **Team Player:** Contributes to the process of sharing best practices, identifying and solving common problems.
- **Prioritization and Time Management:** Addresses various tasks and assignments with a large-picture view, taking care of most important tasks first. Meets deadlines.