



Love God - Be Connected - Grow in Faith - Make an Impact

POSITION DESCRIPTION

POSITION TITLE: Communication Coordinator

POSITION OVERVIEW: The Communication Director is responsible for publishing (print and electronic) and overseeing all communication efforts (internal and external) for Normandy.

HOURS: 10-15 hours per week

COMPENSATION: \$15-20/hour

ACCOUNTABILITY: Reports to the Lead Pastor and the Staff Parish Relations Committee

RESPONSIBILITIES:

Communications

- Produces all church-wide communications in an effective, attractive, correct, and engaging manner:
 - Bulletins: worship, funeral, special services
 - Friday Happenings: weekly email newsletter
 - Church informational fliers
 - Booklets: stewardship, church organization
- Maintains the church website and app with current events, activities, etc.
- Receives, coordinates, publishes, and oversees all social media posts, ensuring continuity, properness, and timeliness
- Helps, time permitting, to produce communication pieces for groups within Normandy, i.e., UMW, Youth Ministry, Music Ministry
- Ensures that everything on the worship screen is correct, attractive, and engaging

Graphics (depending upon applicant)

[Option 1]

- Builds all graphics to be used by the church: worship slides, bulletin cover, website, app, banners

[Option 2]

- Manages the outsourcing of the building of all graphics to be used by the church: worship slides, bulletin cover, website, app, banners

REQUIREMENTS:

- Observes high standards of confidentiality
- Competent computer skills and able to master:
 - Microsoft 365
 - Breeze: membership data and church calendar
 - Tithly: website and app
 - Social Media
- Exhibits strong writing, verbal, proofreading, and decision-making skills
- Organizes tasks, manages time effectively, and completes work accurately
- Supporter of pastors and staff at all times
- Good relational and verbal skills in dealing with church members and the public