

# Communication Coordinator

## Position Description

### GENERAL DESCRIPTION

The ideal person for this role has a strong eye for detail, a love for clear and creative communication, and a desire to serve the church through thoughtful support. Primary responsibilities include executing day-to-day communication tasks, supporting the Director of Communication and Art, and assisting the Operations Team with strategic and administrative projects. A foundational aptitude for communication and a willingness to grow through guided and self-directed training are essential.

**Title:** Communication Coordinator

**Hours:** 15-20 hours/week

**Compensation:** Pay range rate of \$1,700-\$2,200/month (paid biweekly)

**Last Updated:** June 10, 2025

### MAJOR AREAS OF RESPONSIBILITY

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#### WEEKLY COMMUNICATION

- ☐ Create, review, and send two weekly all-church emails for resourcing and event promotion.
- ☐ Complete additional design and formatting tasks as time permits. These tasks may include making things like bulletins, info cards, collateral (signage, business cards, etc), and posters.

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#### SUNDAY COMMUNICATION

- ☐ Create and review info slides for pre and post-service loops for resourcing and event promotion.
- ☐ Create, format, and review a ProPresenter presentation for each Sunday, including songs, liturgy, info slides, and sermon content.

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#### STRATEGY & RESEARCH

- ☐ Co-manage our team-wide external communication schedule, helping create team clarity on what we're promoting and resourcing our community with and when
- ☐ Process communication support requests from staff and lay leaders, creating tasks and setting expectations by following up with those submitting requests
- ☐ Invest time reading and researching for continued learning as a communication professional

# REQUIREMENTS

- Affirms and supports Park Church's doctrine, theological vision, mission, philosophy of ministry, and values
- Reputation for high Christian character and maturity in speech, relationships, and spiritual practices
- Knowledge of general office duties and protocol as well as foundational computer skills
- Time management, prioritizing, and project management skills
- Written and verbal communication skills
- Ability to handle sensitive issues, maintaining pastoral confidentiality
- Tuesday and Thursday workday presence at the Park Church building
- 1:1s with Director of Communication & Art and other project-specific meetings