

Department	Media	
Location	Dublin & Alamo Campuses	
Job Title	Communications Coordinator	
Reports to	Dustin Smith	
Type of position: Full-time (Exempt)		Hours: 40 per week

GENERAL DESCRIPTION

PURPOSE OF THE POSITION

Advance the mission, vision, and values of NLC. Possess a servant's heart toward other team members and promote relational health on the team (with emphasis on promoting joy and unity). Continue to develop as a leader and mature Christ-follower.

SCOPE

The Communications Coordinator reports to the Dustin Smith. This role is to lead the story telling and communication of NLC, which includes training/developing/empowering our serving teams. The position is subject to change, based on the greatest needs of NLC and/or changes within NLC, as we are committed to our mission not a position.

RESPONSIBILITIES

- Lead interdepartmental communication at NLC
- Coordinate the creation and delivery of media content between the designers and ministries
- Cross communicate ministry goals, design standards & feedback to the designers
- Manage design requests, and lead weekly meetings to discuss current projects
- Lead the expansion of the creative team, specifically our serving teams
- Proofing all media materials (video, print, web, etc.)
- Write copy/final approval on all communication for NLC
- Drive our web content, ensuring the best online representation of NLC (updates as needed)
- Work with Pastoral team to plan, coordinate, and communicate the teaching and overall programming schedule
- Prepare, update, order and print materials (as needed)
- Oversee the creation of all video content (planning & directing, through to completion)
- Provide direction & vision for social media posting/communication

PEOPLE

- Celebrate team when there are wins, and support those that need additional training
- Help to support a culture of open feedback
- Actively identify ways to raise the bar for excellence
- Have a one team mentality, supporting other people and tasks that may not directly be a part of your job description

CAPABILITIES AND CHARACTERISTICS

- Understands and embraces the New Life Church DNA
- Faithful, positive, loyal, self-motivated, flexible
- Display a high level of communication to supervisors and department leads.
- An independent self-starter who also works well within a team environment and comfortable interacting with leadership
- Relationally adept, desiring to sincerely engage, organize and network with diverse people.
- Ability to manage proprietary information with discretion and maintain strict confidence as it relates to church attendee privacy.
- Be able to multi-task with ease.
- Be comfortable working in a fast paced and frequently changing environment

WORK SCHEDULE/HOURS

Name of person holding the position:

REVIEWED BY		Title: Applicant	Date:
APPROVED BY		Title:	Date: