



## Central Support - Job Description Communications Coordinator

### POSITION:

An integral part of the Creative Arts team, this position will be cross-trained in various areas to understand and participate in the entire team's mission to *"craft content and experiences that lead people to become fully engaged followers of Jesus."* Reporting to the Communications Director, the Communications Coordinator will have the primary responsibility of coordinating and administering all aspects media and communications related.

### RESPONSIBILITIES:

- Direct and execute communication of all projects, initiatives and events to ensure look and feel of Next Level Church
- Develop and expand understanding of brand usage and communication techniques
- Participate in creative process including discovery, brainstorming, and development meetings for global and location services, events, projects, and initiatives
- Create and coordinate content consistency across all Next Level Locations and teams
- Maintain systems with a high standard of creativity, excellence and effectiveness that support all Next Level Church campuses and ministries
- Work with the Communications Director to administer communication plans to market, inform, and promote message series, events, and other campaigns as assigned
- Manage content for NLC's online presence
- Remain current on media trends and tools
- Lead creative efforts of marketing and communication materials related to church-wide activities and ensure it is translated to all NLC locations
- Support the Communication Director in recruiting and retain Communication Serve Team members and invest in their development
- Spread the brand and monitor personality of NLC through developing and maintaining excellent platform-specific social media marketing through Facebook, Twitter, Instagram, and Pinterest
- Oversee efforts related to securing or responding to media attention and develop policy and procedures related to media relations

### SKILLS:

- 3-5 industry experience preferred
- Willingness to assist on projects and tasks outside of the norm to benefit the team
- Vision and passion for people and for God's work through Next Level Church
- Highly creative problem solver that can change priorities quickly with a positive attitude

- Displays personal characteristics of professionalism, credibility, commitment to high standards, innovation, judgment and accountability
- Ability to function well in a highly collaborative, fast paced, team-oriented environment
- Strong communication and leadership skills
- Self-motivated and determined with a strong work ethic as well as a fun and creative energy
- Ability to create new ideas and effectively support messaging
- Able to accomplish assigned projects utilizing highly developed communication (written and verbal), project management, time management and collaboration skills
- Proficient in Microsoft Office software
- Capable of learning and using Asana, CCB software and Planning Center Online
- Excellent attention to detail

## **PERFORMANCE MEASURES:**

- In addition to the goals set, the Communications Coordinator will be measured based on the Next Level Church Leadership Behavioral Values and Core Values.

## **TIME COMMITMENT:**

- Full-Time Lite Staff
  - Office Days: Monday, Tuesday, Wednesday & Thursday from 9:00am - 5:00pm
    - 32 hours a week (days and hours may be flexible)
  - Participate in weekly All-Staff Meetings, monthly Staff Chapels and other all-staff events and services throughout the year

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties requested by the Communications Director, to meet the ongoing needs of the organization.