



*An opportunity to experience grace, grow in faith, and make an impact – for where you are.*

**TITLE OF THE POSITION:** Communications Coordinator  
**REPORTS TO:** Pastor of Creative Communication  
**ROLE TYPE:** Full Time  
**HOURLY EXPECTATION:** 40 hours per week

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### **General Description**

The Communications Coordinator will manage and execute communication strategies that enhance Chapelstreet Church's outreach and engagement. This role involves overseeing digital and print communications and ensuring consistent messaging across all platforms. The ideal candidate thinks strategically in a deadline-driven environment with a firm understanding of our church's mission and vision.

### **Responsibilities**

Under the leadership of the Pastor of Creative Communication, the coordinator's responsibilities include but are not limited to:

- Identifying what to communicate and where, ensuring alignment with the church's goals
- Effectively collaborating with a team of staff, external vendors, and volunteers to ensure alignment across various communication channels
- Serving as the church's brand manager, safeguarding the portrayal of the church's brand in all communication pieces
- Overseeing the creation and implementation of ongoing communications supporting a wide range of activities, including worship services and ministry activities
- Managing the creation of printed materials, including brochures, flyers, newsletters and other deliverables
- Collaborating with the creative media team to produce engaging content serving a variety of platforms
- Overseeing and scheduling email campaigns and website updates
- Managing the church website and app ensuring timely updates and relevance
- Developing promotional strategies for church events, coordinating with ministry leaders to ensure effective communication

### **Abilities**

The Communications Coordinator should possess and exemplify the following skills:

- Proven leadership in managing processes and project management with excellent organizational skills
- Bachelor's degree in Communications, Marketing, Journalism, or a related field

- Excellent written and verbal communication skills and creative thinking ability, with the capacity to use data to inform strategy
- Foster a positive team environment built on creativity, innovation, collaboration, and continuous improvement
- Assess audience needs and develop practical approaches to meet them
- Strong knowledge of current and emerging web technologies and a commitment to adopting best practices in a ministry context
- Strong design sense, strategic creativity, writing and editing skills, and attention to detail
- Ability to form strong relationships with multiple stakeholder groups and develop new strategies and tactics to meet ministry needs

### Attributes

A Christian faith is integral to our mission, values, and culture. The Communications Coordinator must share a commitment to the following:

- Loving God and loving your neighbor. Matthew 12:30-31
- Abiding personal relationship with Jesus Christ
- Embracing the Chapelstreet Church's Statement of Faith and ministry vision
- A spirit of humility, cooperation, and collaboration
- Enhances a positive team environment built on creativity, innovation, communication, collaboration, and continuous improvement
- Attentive to details
- Self-directed, motivated, well-organized, and detail-oriented
- Dedicated to becoming an active member of Chapelstreet Church

*As Chapelstreet Staff, we believe in the values of:  
Go to the Park \* One Team \* Trust the Net \* Build Your Bench \* Cover All the Bases*