

Bakerview Communications Coordinator Position Description

Position Title:	Communications Coordinator
Reports To:	Administrator
Direct Reports:	no one
Location:	Bakerview Mennonite Brethren Church
Time Allocation:	0.55
Term:	Open
Travel:	Local
Revision Date:	2019.01.30

1. Position Summary

The Communications Coordinator supports Bakerview's mission to be, make, and grow disciples of Jesus Christ in Abbotsford and everywhere.

2. Scope of Position

The Communications Coordinator will be directed by the Administrator and Executive Team and will lead Bakerview's efforts to communicate effectively both externally and internally through our website presence, social media, and print material.

3. Key Responsibilities

- Identify Bakerview impact stories and design creative ways to express these through various forms of media to the Bakerview family
- Responsible for website updates and troubleshooting
- Organize all Bakerview social media accounts and develop a system for regular activity on each platform
- Oversee advertising in the broader community (i.e. newspaper, radio, posters)
- Create inspiring and beautiful images and graphics for Sunday services (i.e. announcements, music, sermons)
- Produce weekly Sunday bulletins and worship folders for all services
- Attend staff meetings and other meetings as necessary and perform other duties as assigned

4. Key Outcomes

- Attractive and engaging website that is helpful and always up-to-date
- Social media that is inspiring and informational
- Images and graphics produced digitally and in print that are consistent and beautiful
- Helpful print material such as Sunday bulletins and worship folders complete every week

5. Roles and Accountability

The Communications Coordinator is a part of the Bakerview staff team and gives direct oversight all communications at Bakerview, both external and internal. The Communications Coordinator is accountable to the Executive Team and reports directly to the Administrator. The Communications Coordinator works with volunteers in the office and on Sunday morning in audio/visual areas of ministry.

6. Limitations of Authority

The Communications Coordinator may not authorize expenditures outside the mandate or limit established by Executive Team in the Bakerview Church budget. The Communications Coordinator does not have authority to lead outside the mandate established by the Executive Team and specifically the direct supervision from the Administrator.

7. Abilities & Qualifications

- Detail-oriented, self-motivated with strong work ethic
- Effective team player and relationally suitable
- Excellent written and oral communication skills and organizational skills
- Proficiency in project management
- Ability to juggle multiple projects at a time and prioritize effectively
- Strong troubleshooting and analytical abilities
- Can exercise a high level of discretion with confidential and sensitive information
- Proficiency in Adobe Creative Suite and Microsoft Office Suite
- Experience/knowledge in Facebook, Instagram, Twitter and other forms of social media
- Education/training in communications or certificates in software applications
- Photography experience and skills is an asset
- IT experience/knowledge is an asset
- Adhere to the Mennonite Brethren Confession of Faith