

Communications & Planning Coordinator

The Communications & Planning Coordinator coordinates the overall communications and events of Grace Presbyterian Church and its related ministries. We're looking for an enthusiastic individual to assist with the development of consistent and quality communications and content while coordinating the office and its volunteers at Grace Presbyterian Church.

RESPONSIBILITIES

- Manage the print, digital, and social media platforms of Grace by planning and executing a strategy to provide platform-specific content that is helpful, relevant, and shareable.
- Develop and maintain a communications and content calendar, including gathering media support and writing copy that is clear, informative, excellent, and encouraging
- Recruit communications and digital volunteers that assist with each media platform
- Monitor analytics and report on content marketing metrics to reflect effectiveness of content strategy
- Create standards for the planning, execution, optimization, distribution, and amplification of weekly, monthly, and quarterly content
- Create and manage weekly publications
- Manage the calendar of events in conjunction with the Clerk of Session both in print and in digital formats
- Assist with program and event coordination, and assist with coordination of volunteers for events, especially on Sundays
- Assist with other administrative duties along with other program and administrative support staff and volunteers
- Maintain church database and utilize in execution of communications and planning
- Other duties as assigned

REQUIREMENTS

- A love of social media and a passion to cultivate engagement with the people of the Highlands Ranch and beyond
- An understanding of how to craft consistent and quality content
- Proficiency in a variety of social media platforms, Microsoft Office, Evernote, Dropbox, G-Suite, and Email Marketing software.
- The ability to be proactive in developing and implementing short-term and long-term strategies.
- Exceptional proofreading skills
- Ability to work quickly and with deadlines
- Commitment to excellence and professional development.
- Relates well to others, builds effective relationships, and communicates efficiently
- Excellent communication skills

WORK SCHEDULE

- 20 hours per week (2 weeks of paid vacation)
- General Work Schedule: Monday-Thursday 10:00am-2pm, Sundays 8:30am-12:30pm