



## **Communications Coordinator**

Contractor (25-30hrs/week)

Reisterstown, MD

### CHURCH VISION/MISSION:

*Messiah Community Church is a non-denominational church located in Reisterstown, MD. We are passionate about healing, strengthening, and equipping people to impact the world through faith in Jesus Christ. Our founding Pastor, Rod Hairston, is dedicated to seeing leaders, men, and families grow spiritually and emotionally so they can fulfill the purpose God has for their lives.*

*We are searching for a dynamic, innovative, and creative professional to lead the communications team members under the supervision of the Director of Worship and Creative Arts. This is a contracted role, with the possibility of a permanent position. The ideal candidate must possess an in-depth knowledge of marketing trends, strong interpersonal skills, and excellent written and verbal communication skills.*

### POSITION SUMMARY:

Reporting to the Minister of Worship and Creative Arts, the Communications Coordinator is responsible for the development and dissemination of all church communications to include churchwide emails, announcements, and literature. A successful candidate will effectively and clearly deliver the message of Messiah to the public and the media. Duties will be diverse and multi-faceted.

### DUTIES AND RESPONSIBILITIES:

- Develop and maintain all church written communications including, but not limited to, internal and public email communications, weekly announcements, and facilitation of church guests
- Develop and implement communication strategy for church priorities, events, ministry programs and outreach
- Develop and oversee the implementation of church media/marketing strategies;
- Maintain positive presence on social media sites including Twitter, Facebook and Instagram;
- Review and approve all community facing publications and communications for brand identity consistency;
- Collaborate with IT team to maintain up to date information on church website and app
- Partner with graphic designer to develop printed and online graphics
- Serve as point of contact for media and marketing questions
- Assess and report on the effectiveness of communication strategies

### QUALIFICATIONS:

- 2+ years in the field of communications, marketing, advertising or other relevant field, **or** a solid understanding of effective marketing techniques
- Superior verbal and written communication skills
- High degree of flexibility
- Excellent organizational skills
- Ability to effectively multitask and reprioritize projects and tasks
- Familiarity with Microsoft Office applications to include Word, Excel, and PowerPoint
- Familiarity with social media platforms to include Facebook, Instagram, and Twitter, as well as publishing platforms like Hootsuite
- Ability to work effectively under minimal supervision
- Ability to thrive in a fast paced environment
- Experience with graphic design also strongly preferred
- Must have an understanding and appreciation for the ministry and mission of Messiah

**909 Berrymans Lane, Reisterstown, MD 21136 | 410.526.3904 | [www.messiahcc.org](http://www.messiahcc.org)**

**“Healing, Strengthening, and Equipping Lives through Faith in Jesus Christ”**



HOW TO APPLY:

Please submit a cover letter, resume, and a writing sample that does not exceed 2 pages. The cover letter should outline the minimum and additional qualifications you possess, and address how you will use those qualifications to excel as a Communications Coordinator.

If necessary, materials may be emailed to [hr@messiahcc.org](mailto:hr@messiahcc.org). No phone calls, please. Only applicants selected for interviews will be contacted.