



Communications Coordinator

Purpose: To coordinate and implement various forms of communication for SRPC.

Part time: Approximately 15 hours per week

Reports to: Senior Pastor

Requirements:

- Experience in coordinating multiple forms of media (social media, web, print, etc.) for an organization
- Competent in software applications for graphic design, photo editing, web design and other communication vehicles
- Strong writing and editing skills
- Able to work efficiently and proficiently to meet deadlines
- Servant's heart and teachable spirit
- Experience in team environment

Responsibilities:

1. Work with SRPC pastors to plan and implement communication vision for SRPC.
2. Develop internal and external signage consistent with SRPC branding and vision.
3. Recommend and participate in plans to promote SRPC in the community.
4. Maintain SRPC's social media presence by coordinating the regular updating of content and timely responses to public and congregation.
5. Oversee the design and updating of the SRPC web site.
6. Provide guidance to SRPC ministries in the area of communication, including email and texts.
7. Produce weekly handout for Sunday services and other materials as needed for SRPC services or gatherings.
8. Coordinate mailings to congregation or community as needed.
9. Serve in partnership with staff and be knowledgeable and willing to support with office or visitor needs.

If interested, please send resume to Mike Mann (mike@srpc.org).