



Mission: Help people wherever they are spiritually move closer to God and become Christ followers while showing the love of God to those around us.

Communications Coordinator

Reporting to: Church Administrator

Type: 8-10 hours per week

Compensation: \$8,000-\$10,000

Not Eligible for Health Benefits

PRIMARY PURPOSE: Oversee and work “hands-on” with both internal and external communications proactively seeking to foster the church’s mission and improve the “brand”. Use your skill set and ideas to provide ongoing improvements throughout communication platforms, impacting current and prospective RBC attendees.

PRIMARY JOB RESPONSIBILITIES:

Church Communications & Branding

- Updating weekly e-bulletin with most up-to-date church happenings (current and future), in an attractive concise format.
- Maintain church’s contact list
- Research, develop, and implement strategies to best keep the church plugged in and aware of what is happening at RBC on a consistent basis.
- Oversee the church's aesthetic and set up ways to keep the facility aesthetically pleasing (signs, banners, wayfinding, decor).
- Drafting, implementing, disseminating written policy and procedures that are simple and concise for ministries to follow.
- Assist with the creation of fliers and church promotion materials

List of Platforms to assist in the management content for:

- Website development and ongoing maintenance
- Mailchimp for distribution of ebulletin and email communications
- ClearStream.io church text messaging platform
- Social Media Platforms
 - Instagram
 - Facebook
 - YouTube

Create and maintain systems to connect with ministry and church leaders to ensure fresh content, including occasionally visiting evening ministries to take pictures or short videos.

Types of content may include:

- Ministry Update
- Ministry Spotlight (showcasing what a ministry is about)
- Volunteer Spotlight (letting others know about our amazing volunteers, these can often be effective with people sharing with others)
- Missionary Spotlight (if we have missionaries that we support, raising awareness may help with their ability to raise support.
- Small Group reminders (We see in the near future small groups being an avenue for intentional discipleship, to see this come to life, people need to be in small groups!)
- Record and edit monthly stories of “hope” of people at RBC to be played on a Sunday and shared on social