

Communications Coordinator Position Opening

Basic Info:

- Position: Part-Time Communications Coordinator (14hr/wk)
- Church: Keystone Church (Paradise, PA)
- Denomination: Evangelical Free Church of America
- Church Size: ~500
- Worship Style: Contemporary

General Description:

- The Communications Coordinator oversees the design & execution of all internal and external communications strategies.

Ideal Candidate:

- A deacon-caliber man or woman according to 1 Timothy 3:8-13
- Strong communication skills and attention to detail.
- Creativity & graphic design skills.

Responsibilities:

1. Manage any communication people read (online or in print), touch (bulletin, promos, banners, etc.), view (graphics, videos, etc.) or click (weekly, website, blog, social media, etc.) beyond the pulpit.
2. Collaborate with staff and MTLs to produce visually appealing and accurate promotional materials.
3. Initiate communication strategies to improve transmission of content.
4. Oversee visual continuity throughout departments and communication streams.

How to Apply:

- Email your cover letter & resume to apply@keystonechurch.org.
- Please provide a link to a portfolio or examples of work.