

COMMUNICATIONS COORDINATOR// CROSSROADS CHURCH

The Communications Coordinator is responsible for assisting the Executive Director of Weekend Services in driving the communications process for all weekend services, social media, and other methods. The primary responsibility for this role is to propel the Crossroads mission through consistent marketing strategies.

ROLES & RESPONSIBILITIES

- Communicates and coordinates effectively with ministries across the whole church to ensure communication projects achieve their goals and are executed properly
- Transfer information, resource, and assign tasks to the communications team (social media, video, design, digital media, coordinators) with information critical to the weekend
- Take notes in weekend and creative meetings, creates assignments, and distributes to-dos for all aspects of the weekend process
- Collaborates with social media and design teams to create effective promotional plans
- Assesses and reports on the effectiveness of communications strategies
- Identifies and resolves any issues with promotional content in a timely and professional manner
- Ensure all promotional and marketing materials meet the church's brand identity strategy
- Manage video shoot scheduling and other logistics
- Attend all-staff huddles on Tuesdays
- Other duties as assigned by the Executive Director of Weekend Services

QUALIFICATIONS

- Education: 4-year bachelor's degree in related field or extensive ministry experience
- Requirements
 - Able to work independently while still capable of working well and collaborating within a team.
 - Adaptable, with the ability to work in a fast paced, changing environment.
 - Profess a belief in Christ that is demonstrated by actively living out that faith.
- Environment
 - Work is accomplished primarily indoors.
 - Some travel may be required locally to other campuses.
 - Working extra hours should be expected at times throughout the year.
- Crossroads Staff Culture // Manifests the following culture traits:
 - Expect God to Move – We believe God is still in the business of performing miracles.
 - Move as ONE – We believe that as a multisite church, we move faster, further, more effectively together.
 - Take it personally – We believe our "jobs" are a holy calling.



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- Be actively FOR each other – We believe we are family.
- Invest in the next – We believe in the potential of the next Generation.
- Leave the 99 – We believe people far from God matter to God and therefore should matter to us.

Classification: Non-Exempt; Hourly

Status: Part time, 30 hours per week

Directly Reports To: Executive Director of Weekend Services