

March 13, 2025

Mitchell Road Presbyterian Church is looking for a **full-time Communications Coordinator**. Due to the growth of our ministry, we are looking for an individual who can help us strategize and organize our communications, creating the maximum opportunities for this vibrant and active church to impact our community for the kingdom of Christ. Clearly communicating our vision and values, as well as the events and logistics of the life of this church is crucial!

As we begin the process of hiring, there are some traits that will stand out! The ideal candidate for this role would have a passion for the mission of the church, a tenacious spirit that loves to find solutions, fine attention to details and aesthetics, and outside-the-box thinking for continued improvement in our communication. Attending Mitchell Road Presbyterian Church, while not necessarily required, is a significant plus for a candidate.

Some crucial abilities for this role would include:

- Juggling a lot of incoming information and then organizing, packaging and scheduling it for promotion
- Creating attractive graphics consistent with our branding and style
- Writing emails and scripts with a consistent, winsome and clear “voice”
- Working in the office for at least 60% of the weekly hours to allow for collaboration and information gathering. The other 40% can be performed remotely, if desired.
- Navigating various social media platforms to reach our multigenerational congregation and extend our reach to the community

If you are interested in applying for this job, please send your resume and completed application to Shannon Outen at souten@mitchellroad.org. Applicants that move forward in the process will later be asked to create some sample event graphics and write some sample scripts for email or video. If you have questions, please feel free to reach out.

We look forward to the life that a new member always brings to our team and trust that it will be a fulfilling and enjoyable job.

Sincerely,
Shannon Outen
Executive Pastoral Assistant



**MITCHELL ROAD PRESBYTERIAN CHURCH
Position Description**

TITLE: Communications Coordinator

REPORT TO: Executive Pastoral Assistant

HR & LEGAL CLASSIFICATIONS

<i>FLSA Status</i>	Non-Exempt	<i>DOL Status</i>	Full-Time	<i>Pay Type</i>	Hourly
<i>FLSA EE Class</i>	Administrative- Clerical			<i>Ministerial Exception</i>	No

ULTIMATE GOAL / OBJECTIVES OF POSITION:

To create, streamline, and continue to bring uniformity to our branding in our **internal communication** (to the MRPC congregation) and **external communication** (to the wider community)

PRIMARY RESPONSIBILITIES / ESSENTIAL FUNCTIONS:

- Maintain uniformity of all communications produced, keeping brand consistency (website, weekly email, MR app, YouTube, main social media accounts, weekly Community Life video script, Porcelain Post, Connect Cards, TV monitors, The Intercessor, etc) 40%
 - Receive, filter and edit communication from the different departments, determining the appropriate timing, frequency, and platform for their request
 - Create graphics for upcoming events, electives, yearly themes, sermon series, etc to be used across the platforms
 - Consultation with specific departments to ensure their content is on brand for smaller and more specific events (which are less broadly communicated)
 - Develop and maintain campus signage, special banners, etc.
- Fine-tune the communications strategy, aligning all communications with our brand and core values, including having approval for all communications 15%
- Subcontract design work or web design as needed 15%
- Plan and execute special communications and promotions (Advent/Holy Week/Missional Living Conference and other all-church conferences, Special Publications, visitor packets, promotions for other ministry events like conferences or retreats, etc.) 10%
- Attend staff meetings and initiate collaborative meetings as needed 10%
- Coordinate photo/video service team with First Impressions Coordinator 5%
- Enhance MRPC’s presence online and through various print avenues 5%

REQUIREMENTS / QUALIFICATIONS / EXPERIENCE NEEDED:

- Committed believer with a healthy and growing relationship with Jesus Christ
- Maintain a character that is consistent with the Biblical standards for those called to position of church leadership
- Ability to see the whole picture of Mitchell Road ministry, and then to creatively and effectively and clearly communicate that to staff, officers, the congregation, our community, and beyond
- Strong writing skills and editing/publishing experience would be desired
- Proficiency in Adobe Photoshop and/or other graphic design applications; proficiency in current web-based digital media applications
- Detail-minded; ability to handle a lot of ministry fronts in an organized, methodical manner
- Familiarity with social media and ability to move across platforms in communication

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- Knowledge of how video/web/graphic design/art/social media can be used to our advantage
- Familiarity in web development and SEO (search engine optimization) functions
- Bachelor's degree in English/Communications or other similar degree (Equivalent Experience may be considered)
- Ability to work at least 70% of the hours in office to allow for effective collaboration

STAFF AND VOLUNTEERS WHO REPORT TO YOU : N/A

WORK ENVIRONMENT & PHYSICAL DEMANDS:

This job operates in a professional office environment with moderate noise and light traffic. The role routinely uses standard office equipment such as computers, phones, photocopiers, and requires the ability to work in a confined space while sitting or standing for extended periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMERS:

The position description design does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may be assigned (or changed) at any time with or without notice.