



Job Title: Communications Coordinator

Reports to: Communications Director

Status: Exempt/Salaried Full time

Department: Communications

Date: Janine Mikell / June 10, 2020

Position Summary

The Communications Coordinator assists the Communications Director in maintaining the communication calendar, managing social media, and assisting with writing and editing content for scripts and promotion. The Coordinator will also assist with graphic design and web development tasks.

Working Relationships

This position works directly with the Communications Team, East Cooper Baptist Pastor's, admins, support staff, PCA faculty and staff, Campus Outreach Resource Team, and TGC: Carolinas Director to support the ministry efforts and objectives of East Cooper Baptist Church.

Roles and Responsibilities

- Serves on a team to manage 4 brands: East Cooper Baptist Church, Palmetto Christian Academy, Campus Outreach, and The Gospel Coalition of the Carolinas.
- Collaborate on promotional strategies and planning with the Communications Team.
- Manage and organize the team project calendar.
- Create and execute a social media plan.
- Manage, monitor, and generate content & graphics for social media platforms.
- Assist in keeping the East Cooper Baptist Church, Palmetto Christian Academy, Campus Outreach, and TGC: Carolinas websites up to date.
- Able to create and proof copy for print, web, and video.
- Works with vendors to produce material.

Qualifications and Requirements

- A passionate love for the Lord
- Agree with ECBC's core beliefs, the TGC Foundational documents, and The Baptist Faith & Message 2000
- Bachelor's degree required; preferably in Graphic Design, Communications, or related field
- 3-5 years of professional graphic design, content management, or copy editing experience
- A compelling portfolio of work, showcasing both digital and print experience
- Proficient understanding of design principles and theories
- Proficient experience with Adobe Creative Suite
- Advanced experience with social media trends, strategies, and advertising
- Advanced knowledge of English grammar, vocabulary and spelling
- Advanced writing skills
- Knowledge of HTML and CSS is a plus
- Video editing skills is a plus
- Strong time management and organizational skills
- Detail-oriented and deadline driven
- Proficient with Google Apps (Gmail, Drive and Calendar)
- Experience working with Asana is a plus

If you are interested in this opportunity and meet the qualifications below, please [complete an online employment application](#). Upload your resume with a cover letter at the end of the application form.