



Communications & Events Coordinator

JOB DESCRIPTION

SUMMARY

The role of the Communications & Events Coordinator is to assist the Elders of the church in helping plan, execute, and maintain church-wide communication and event strategy. This role requires the ability to 1) effectively manage both internal and external communications through excellent written and verbal communication skills, and 2) coordinate, implement, and execute an event plan, as well as 3) creatively think through ways of leveraging volunteers, systems, processes, and structures to see the church grow and flourish.

JOB DESCRIPTION/ DUTIES AND RESPONSIBILITIES:

Communications

- Plan, execute, and maintain church-wide communication strategy.
- Manage DCC's calendars and work with the Executive Pastor in annual calendar and event planning.
- Oversee all content, structure, design, and copy of our website, social media, and printed materials.
- Work with ministry leaders in continually updating our website and all "front door" communication.
- Compile, format, and copy edit weekly handouts, emails, and all church-wide and event materials
- Constantly assess church-wide communication, and work to resolve communication challenges.
- Oversee and project manage the creation and content of our annual report, website overhaul, and other front-facing communication projects.

Events

- Plan, coordinate, and execute all elder, deacon, staff, and church-wide events
- Plan, coordinate, and help execute all DCC hosted church-planting conferences and trainings.
- Identify, equip, and empower volunteer teams to assist in planning and running church-wide events

Pastoral Assistance

- Assist in research and tasks as needed
- Assist in communication, scheduling meetings, etc.

QUALIFICATIONS/SKILLS:

- Be aligned with DCC's Statement of Faith and commit to exhibit a lifestyle that is consistent with the same
- Fulfill the responsibilities of DCC members as outlined in the membership covenant
- Fulfill the character qualifications of a deacon/deaconess as taught in the Scriptures (1 Tim 3:8-13)
- Be a humble servant leader who has a desire to work hard and be flexible in a team atmosphere
- Be detail oriented, with a focus on helping bring organizational clarity to DCC and its ministries
- Ability to adapt to a fast-paced, continually evolving work environment as the church grows

- Must possess excellent written and verbal communication skills, and have in-depth knowledge of industry standard communication practices.
- Have an aesthetic eye for detail, and ability to copy edit/proofread
- Be a self-starter, team player, and have the ability to manage teams and volunteers
- Proficient in Wordpress, Google apps, documents, spreadsheets, and administrative software. Familiarity with Adobe creative software suite and CSS is a plus
- 2-3+ years of administrative experience in communications and event planning preferred

DETAILS:

Full Time: Approximately 45 hours/week

Schedule: Typically Sunday through Thursday, or Monday through Friday (notwithstanding special events/trainings)

Vacation: 10 days floating vacation with one-week additional vacation between Christmas and New Years + 5 personal days

Salary: TBD. Depends on skill and experience.

Other Benefits: Full Medical/Dental/Disability/Retirement