



Communications Coordinator

PART TIME – 29 hours

JOB DESCRIPTION – updated January 2021

OVERVIEW:

- Lead the communications ministry to effectively support the ministries of TBC through strategic planning and project management (internally and externally).

REPORTS TO:

- Scott Marsh, Multiply Pastor

PREFERRED SKILLS:

- Administration, Organized, Team Builder, Communication, Initiative, Confidentiality, Team Leader, Team Member, Adaptability, Pursues Excellence
- Proficient in typing and comfortable using all Microsoft Office Apps
- Capability to learn Churchteams database and Asana for project management.

NON-NEGOTIABLE:

- **Salvation:** Born-again (John 3:3)
- **Maturity:** Growing in love for God and others (Matt. 22:36-40)
- **Unity:** Embraces the over-arching vision and mission of Trinity Bible Church and works as a team member to carry out such vision (Ephesians 4:1-16). Keeps all expectations set forth for a TBC member (i.e. adhering to our Doctrinal Statement, submitting to the leadership, etc.).
- **Performance:** Fulfilling your role and responsibilities to the best of your ability and to the glory of God (Colossians 3:23-24).

RESPONSIBILITIES:

- Develop and recommend a vision for effectively communicating Jesus' story in fresh, compelling, and effective ways through TBC.
- Proactively develop and implement a communication strategy for TBC's ministries.
- Lead the design, creativity, and innovation of all communications.
 - This includes digital, social media, print, photography, videography, and website communications.
 - Oversee rebranding projects as needed to make certain media remains inline with the overall vision and strategies of the communications ministry.
 - Develop and manage internal & outsourcing relationships. » Manage advertising and community relations projects.
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To apply, please send your resume to Scott Marsh, SMarsh@trinitybible.com.