



## ACCOUNTABILITY AND RESPONSIBILITY

# THE ROLE OF COMMUNICATIONS COORDINATOR

AT TRINITY BIBLE CHURCH, WILLOW PARK, TX

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**YEAR: 2019**

**ROLE: COMMUNICATIONS COORDINATOR**

**ACCOUNTABLE TO: OUTREACH PASTOR**

**OVERVIEW:** Support the ministries of Trinity Bible Church through the strategic planning and coordinating execution of all digital, social media, print, photography, videography, and website communications according to the TBC Brand Style Guide.

**PREFERRED SKILLS:** Planning Center, ProPresenter, Asana, Effective Communication, Team Building, Organization, Attention to detail, Adaptability

### NON-NEGOTIABLE:

- » Salvation: Born-again (John 3:3)
- » Maturity: Growing in love for God and others (Matthew 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:

- » Ensure clear and consistent communication of the Vision of TBC
- » Support all ministries of TBC through effective communication of events
- » Lead weekly Communications Meeting
- » Develop and manage a team of contract designers for all promotion needs
- » Collaborate with vendors for printed materials, T-shirts, signage, etc.
- » Coordinate the production of weekly sermon slides, bulletins, announcement slides and videos
- » Lead Creative team meetings and assist in developing the promotion of each sermon series
- » Pro actively consult with Ministry Leaders for upcoming communication needs
- » Manage advertising and community relations projects
- » Maintain and implement the TBC Brand Style Guide

To apply, send your resume to [smarsh@trinitybible.com](mailto:smarsh@trinitybible.com).