



PRINCETON ALLIANCE CHURCH

Know God • Develop Community • Bring Hope

Communications Ministry Coordinator

The Ministry Coordinator for Communications is a part-time and on-campus staff member of the Lead Pastor's Office that works collaboratively with the Communications Ministry Leader.

The Communications Ministry Coordinator is a key role within the Communications Team and best functions in a highly organized, detail-oriented manner that also demonstrates flexibility, and strong interpersonal skills. This position reports directly to the Associate Lead Pastor.

This Coordinator position is non-exempt and responsible for 20-25 hours/week. This individual provides experience and expertise in the following areas:

Requirements

- Holds a minimum of an Associate's Degree in the field of Communications/Graphic Design/Videography/Marketing (similar experience may suffice)
- Highly proficient in Google Docs and Google Drive
- Comfortable with Adobe Creative Cloud applications (Premiere Pro, InDesign, Photoshop, Illustrator)
- Familiarity with database and project management tools
- Experience with creating content for social media
- Experience in vendor coordination
- Ability to adapt to the changing needs of growing ministries and regular changes in best practices of communication

Key Responsibilities

- Represent the heart, ethos, and thinking of the Communications Ministry Leader and the Office of the Lead Pastor
- Effectively collaborate with the Communications Ministry Leader to execute regular weekly tasks
- Assist the Communications Ministry Leader in the management of systems and ministry accomplishment with timeliness and appropriate confidentiality
- Act as primary contact in handling processes of inquiries, phone calls, and emails as relative to the ministries of the Communications Team
- Communicate with the Communications Ministry Leader regarding victories and challenges relevant to their responsibilities
- Process precise and timely data entries to our website, various databases, and systems as needed
- Build effective relationships with vendors and ensure timely communication
- Assist in project requests, management, and execution
- Provide effective administrative support to the volunteers within the Communications Team as needed
- Plan, coordinate, and/or support meetings, events, and conferences as needed
- Contribute to the continuous improvements of our organization
- Other duties as assigned, including weekends as needed

- Consistently contribute to the regular Team Meetings and discussions

Team Development

- Be a team player with a positive attitude who seeks to improve the team by offering constructive feedback or recommendation
- Attend required meetings on a regular basis related to evaluation, vision casting, strategy alignment, and team development
- Share knowledge of systems and best practices with other staff when beneficial
- Build genuine and effective relationships with staff, volunteers, and community

Personal Development

- Have a consistent pattern of Sabbath (intentional, worshipful time to recover away from work and connect with Jesus)
- Pursue personal and spiritual development
- Pursue professional development through a variety of resources such as publications, building relationships with others in similar ministries, and attending conferences/seminars
- Meet with the Associate Lead Pastor bi-weekly regarding personal development goals and ministry-related accountability
- Discharge all duties in keeping with a holistic, healthy, and balanced life

In addition to excellent communication and organizational skills, he or she possesses a/an:

- Vibrant personal relationship with Jesus
- Passion to champion the role of the local church
- Willingness to serve others in humility
- Commitment to professional and personal excellence
- Collaborative approach and a team mentality
- Ability to multitask and meet deadlines
- Creative spirit and a passion for innovation
- Track record for consistency and reliability
- Ability to “self-start” (i.e., recognize a need and initiate an appropriate response)
- Knack for resourceful problem solving

In conjunction with his or her daily responsibilities, the Coordinator also participates in regular staff development activities such as staff prayer, staff meetings, and staff retreats. The Coordinator is (or will become) involved in a PAC Community Group, in an active discipleship coaching relationship, a member of PAC (within six months of employment), and a regular attendee of PAC weekend services.

To apply, email cover letter and resume to jobs@princetonalliance.org.