

**Windsor Village UMC**  
**Job Description**

**Job Title:** Communications Coordinator  
**Reports to:** Director of Council on Ministry  
**FLSA:** Exempt  
**Team:** Administrative  
**Pay Range:** Commensurate with Experience

**A. General Summary and Purpose**

Responsible for developing a comprehensive communications plan to promote the Windsor Village Church Family ministry events and activities (i.e., collaterals, videos, e-communications, reports, brochures, etc.) to attract visitors and assimilate into members. Guide ministries to be consistent with the Church's vision and mission that is consistent with the Church's branding and content initiatives.

**B. Responsibilities/ Major Job Duties**

- Partner with church staff and ministries to create communication strategies for the Church and events.
- Research, obtain materials and organize content for written communications.
- Write and edit content for communications campaigns and projects.
- Execute and coordinate integrated communications campaigns.
- Layout graphics and communications materials for publication.
- Provide content for regular updates to the website and App.
- Ensure that all materials present a clear, unified and consistent image for the Church.
- Oversee the production of print collaterals.
- Maintain communications platforms with current and relevant information.
- Measure and report on the effectiveness of communications activities.
- Develop communications standards consistent with the Church's vision and branding initiatives.
- Brainstorm creative ideas with the communications team.
- Field internal communications contacts or calls to the appropriate staff member.
- Write and edit content for other communications projects as assigned.

**C. Knowledge Required and Personal Qualifications**

- Bachelor's degree in Journalism, Communications, Marketing, or related field is required.
- Possess 1 - 3 years of experience in communications, marketing, publications, or a related field required.
- Excellent verbal and written communication skills.

- Extremely proficient with Microsoft Office Suite and desktop publishing software.
- Excellent organizational skills and attention to detail with the ability to manage multiple projects.
- Possess strong critical thinking, problem solving, team building, and work execution skills.
- Must be able to contribute creative and innovative ideas that will produce more efficient, effective ministry.
- Strong relational and interpersonal skills.
- Experience in strategic ministry and project management preferred.

**D. Contacts Within/Outside of the Church**

Daily contact with staff and management of Windsor Village Church and the separate corporations and non-profits founded by the Church.

**E. Keys to Success**

- Ability to adapt readily to change, flexible, self-starter, self-directed, and available to work overtime, when necessary.
- A willingness to accept last minute rush assignments.
- Detail-oriented with exceptional human relations skills for communications at all levels of the organization, as well as patience for high volumes of people and telephone contacts.
- Maintain an attitude of trust, loyalty, and confidentiality and work with integrity and honesty.

**F. Work Schedule**

- Full-time 40 hours per week, hours to be set to meet the needs of the department.
- Occasional work beyond the 40-hour workweek to accomplish job objectives, will be essential.
- Flex-time is available.

**G. Supervision Exercised**

This position may involve direct supervision of contractors, graphics designer, support staff and / or volunteers.

**H. Work Environment**

The responsibilities of this position will be carried out in a normal office environment with acceptable lighting, temperature and air conditions.

**I. Physical Effort**

This position is physically comfortable. The incumbent has direction about walking, standing, etc. Must be able to lift up to 20 pounds at times.

**J. Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply, please send your resume to [hr@wvumc.com](mailto:hr@wvumc.com) or fax to 713-726-2565.