



Community of Christ

CHRIST'S MISSION, OUR MISSION

Position Title: Communications Coordinator

Statue: 15 hours a week

Position Summary: Carries out, oversee, and evaluates communication campaigns to support the mission center and its mission.

Overseas production of print, social media, and web products.

Be the “go-to” person for mission center event directors and mission center leadership to create and disseminate information.

Familiar with World Church social media and website guidelines, visual identify standards and copyright requirements.

Assist Mission Center President Team with logistics, communication, and coordination of conferences.

Qualification Include:

1. Registered Youth Worker through Community of Christ or willing and able to successfully obtain the registration within 30 days of hire.
2. Excels at leading and/or serving on teams that plan and direct communications that effectively describe and promote Community of Christ and its mission.
3. Skilled in developing and implementing promotional campaign ideas in various types of media.
4. Strong computer skills, knowledge of Joomla preferred.
5. Bachelor's degree, or equivalent, in business, marketing, or communications desired.
6. Good listener that pauses to evaluate and to take appropriate corrective actions to continually improve the Gateway Mission Center communications of the Community of Christ.
7. Able to maintain high degree of confidentiality.
8. Excellent organizational skills.

Primary Responsibilities Include:

1. Writes and presents a communication plan to the Mission Center Leadership.
2. Responsible for day-to-day upkeep of mission center website and maintain quality through consistent review.

GATEWAY USA MISSION CENTER

P.O. Box 309; Villa Ridge; MO 63089

314-930-3680

3. Provide social media presence and monitor social media discussions.
4. Assist in developing mission center newsletters, surveys, flyers, bulletin inserts, etc.
5. Manages database of contacts and multiple distribution lists.
6. Creates Mission Center Leadership Directory and shares with congregations yearly.
7. Assist Mission Center Leadership with composing of documents.
8. Maintain email forwarding provided by website host.
9. Maintain and coordinate the Mission Center Calendar.
10. Provides coordination for mission center conferences and other events as assigned.
11. Manage meeting invitations and reminders for MCP Teams, MC Council, and Pastor Meetings.
12. Disseminate information to pastors as requested by MCP Team.
13. Attends and provides minutes for MCP Team meetings and Council meetings.
14. Review MC Preaching Schedule and provide mail merge support to scheduler.
15. Other duties as assigned.

Organizational Relationships:

Interactions: Mission Center Presidency Team

Interactions: Mission Center Financial Officer Team

Interactions: Event directors

Interactions: Congregational Pastors

Additional Comments: Reports to Mission Center President Team Member, Matt Britt