

JOB DESCRIPTION FOR CREATIVE COMMUNICATIONS COORDINATOR

PURPOSE OF THIS POSITION: The role of the Creative Communications Coordinator is to monitor the communications and creative department's day-to-day operations, maintain the brand image, and keep an eye on internal and external communication platforms. This includes Bay Area's website and social media, newsletters and emails, as well as print piece projects such as GO&MAKE magazine and other related marketing materials for promotion and visibility.

BASIC QUALIFICATIONS:

- Spiritually mature: models the lifestyle of a passionate, maturing follower of Jesus
- Enthusiastically embraces God's vision for Bay Area Community Church & our ministry
- Lives a healthy, balanced lifestyle that honors God, family and others
- Reliable, hard-worker who multitasks well
- Self-starter who shows initiative and innovation skills
- Team player who works well with various personalities and has consistent positive influence within the team
- Teachable and approachable
- Administratively gifted and well organized
- Attends BACC, or is willing to begin attending

PREFERRED QUALIFICATIONS:

- Previous experience or degree in communications
- Experience with Adobe Suite products (InDesign, Photoshop, Illustrator)
- Proficiency with task-managing tools, such as Asana
- Excellent written and verbal communication skills

RESPONSIBILITIES:

1. Creative Team Coordinating

- Organize and track weekly design and video requests, keeping the timeline, as decided by Creative Director, moving down the pipeline
- Communication with various ministries about tracking timeline and deliverable arrivals

- Help maintain blackout weeks or “no fly zones” during our four big swells (Vision Weekend, Christmas, SOULS Conference and Easter)
- Participate in the creative brainstorm process and build week activities for our four big swells

2. **Communications Team Coordinating**

- Evaluate incoming weekly requests and determine communications outlet (weekly email, gathering card or verbal announcements)
- Create and edit weekly email and gathering card
- Coordinate article authors, content and deadlines for GO&MAKE
- Editing written content for GO&MAKE and other print materials, as well as written copy on the website
- Assist in responding to Text In Church messages as well as direct messages from social media and incoming emails to the info@bayareacc.org address.
- Assist Digital Communications Producer in form building and event creation through our database and website
- Assist Communications Director in writing scripts for Sundays and various promotional videos

3. **Liaison between the two teams**

- Communicate Communications weekly needs to Creative and vice versa
- Coordinate GO&MAKE content and deadlines internally between the two teams and externally to other ministries (written, design and photo needs)
- Manage Creative-Communications shared calendar in Asana
- Weekly meetings with team leads to discuss projects and schedule