



MSC COMMUNICATION COORDINATOR - Job Description

Position Description:

Position Title: COMMUNICATION COORDINATOR

Department/Ministry: MSC Communications

Supervisor's Title: LEAD PASTOR

Position Classification: Non-Exempt

Position Status: REGULAR FULL TIME

Ministerial Status: Non-Ministerial

Schedule/Hours: 40 hours per week – Monday-Thursday and Sunday Morning

Position Summary:

The Communication Coordinator will work directly with the Lead Pastor and is responsible for disseminating and monitoring all MSC communications to the staff and congregation. All communications should align with the MSC brand and values.

Essential Accountabilities and Responsibilities:

Essential functions include, but are not limited to the following:

- **Internal communication:** Communicate all letters and memos to staff and congregation.
- **Social media management:** Manage and maintain MSC's social media accounts by scheduling posts, engaging with followers, and responding to messages.
- **Website/APP and email management:** Update and maintain MSC's website/APP as well as manage e-mail marketing campaigns and contact lists.
- **Media and public relations:** Assist with media inquiries, develop media advisories, and build relationships with media outlets to secure coverage.
- **Event coordination:** Help plan and support promotional events and other public-facing activities.
- **Brand consistency:** Ensure that all marketing and promotional materials are consistent with MSC's brand identity and messaging.

- **Result Analysis:** Track and maintain the results of communications and create processes to improve future efforts.

Minimum Qualifications (Knowledge, Skills, and Abilities):

- A bachelor's degree in communications, marketing, public relations, or a related field.
- Fulfill and agree to Morning Star's staff and Membership requirements as outlined in covenants
- A growing committed follower of Jesus Christ
- Ability to multi-task successfully
- Proficient in electronic communication forums including cell phones, internet, social media, blogging, etc.
- Maintain a high level of confidentiality
- Ability to work independently and on a team
- Humble, hardworking, and solutions – oriented
- Ability to develop, manage, and maintain budget requirements
- Effective public speaker

Spiritual Requirements:

- Regular involvement in MSC activities and events.
- Signed acknowledgement of policies and procedures as stated in MSC's employee handbook.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. Has the ability to function independently. Possess the ability to speak. Has the physical ability to be able to lift up to 25 pounds (with or without assistance). This position also may require long periods of standing up and walking. The noise level in the work environment is usually low to moderate.

Employment At-Will:

All employees of Morning Star Church are at-will, and as such, are free to resign at any time without reason. Morning Star Church, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description, or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will

be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Morning Star Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgment

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of the Executive Director of Finance & Admin.

Employee Printed Name: _____ Date: _____

E m p l o y e e S i g n a t u r e :

Supervisor Printed Name: _____ Date: _____

S u p e r v i s o r S i g n a t u r e :
