



Fearless Family of Churches

Cultivate | Ridge Point | Third Coast

Following **Jesus** and Fearlessly Making Him Known

Position Description

Title: Communications Coordinator

Salary Level: VII (part-time, non-exempt)

Leadership Development: Team Leader

Reports to: The Communications Coordinator will report to the Teaching Pastor

Function: The Communications Coordinator will assist the Teaching Pastor in advancing the marketing and communication efforts of the Fearless Churches.

Hours: Part Time, Non-Exempt 24 hours/Week, may include weekend and/or possible evening hours

Responsibilities:

- Assist the Teaching Pastor by helping to maintain Teaching Pastor's calendar, email, schedule appointments and lend general support
- Assist with Communications mailings
- Assist with database entry for annual survey, MyFit and My Next Move
- Assist in maintaining current information on the information desks
- Manage the Contact Ridge Point communication form, connecting people to resources/staff
- Weekly Welcome Cards (Network): Gather content, layout, proof, print and process.
- Pre-service Slides (Network): Gather content, layout, proof, and deliver.
- Weekend Update (RP Only): Gather content, layout, proof, and schedule delivery.
- Ensure alignment of Fearless Network language, standards, look and voice in all media content.
- Some Web Maintenance (4 sites): Including Daily Bible Reading Plan, event updates and staff blogs (posting and scheduling).
- Some Social Media: Daily Bible Reading posts (Network), #RPSetList, Playlist, and other planned social media content as assigned.
- Assist with teaching and ministry leaders to advance the marketing and communication efforts of the Fearless Churches
- Support the Teaching Pastor and Coordinate with Design Artists for Fearless Churches for all graphic needs
- Create and design electronic and print graphics for Fearless Churches as needed in coordination with the Communications Director

Staff Values:

- **Christ In You, Then Through You:** *Be transformed by who you are in Christ in a way that moves you to transform and bring health to your relationships and environments*
- **Stronger Together:** *Become stronger together by forming authentic relationships founded on trust.*
- **Live The Vision:** *To embody the Ridge Point DNA in a way that fosters a culture of Kingdom minded disciple makers*
- **Pray Like It Depends On God:** *Constantly engage in effective prayer for the health and direction of the ministry and the advancement of the Kingdom.*
- **Work Like It Depends On Us:** *Work in such a way that God would claim it as His own.*
- **Pursue Innovation and Embrace Change:** *Thinking through new ideas and risking failure so that we are continually improving.*

Experience:

- Preferred two years' experience in church ministry
- Preferred two years' experience in communication development, design, and/or disbursement
- Preferred two years of proven ability to develop, lead, and motivate volunteer teams
- Member or willing to become a member of Ridge Point Church within 6 months of employment

Having reviewed this position description, I agree that it accurately reflects my new responsibilities and understand my next performance review will be based on the above criteria.

Signature _____ Date _____