

Orangewood Church, PCA – Maitland, Florida

Communications Coordinator

- Being the chief storyteller of the church and its ministries, members, and partners.
- Assist in the development and implementation of communication strategies.
- Oversees messaging of printed and web-based materials.
- Maintains and updates the company website and social media platforms to effectively communicate to congregants, staff members, and leadership, as well as the surrounding community.
- The Communications Coordinator must have impeccable writing skills and strong editorial judgment. The ideal candidate should be passionate about the church, powerful storytelling, publishing, technology, and social media.
- This role requires a candidate who is energetic, social, able to work independently or on a team, and is driven by a desire to create and share excellent church-related content.
- The Communications Coordinator reports to the Director of Communications, and working closely with the Senior Graphic Designer.

Responsibilities:

Writing/Editing – Write and proofread a wide range of communication materials, conveying detailed information in a clear and compelling manner to a variety of audiences. Example materials include announcements, articles, social media posts, website content, printed communications, and interview-style stories. Keen attention to detail, professional writing style, creativity, consistency, and ability to produce error-free work are essential.

Journalism – Keeping a pulse on the life of the church and its members and reporting the church's stories using strategic marketing campaigns.

Sunday Morning Announcements — Writing, coordinating, and occasionally sharing announcements during services.

Web and Social Media – Help maintain the church website by updating, creating, and editing web pages and collecting and analyzing statistics. Manage Orangewood's social media presence by posting, tracking, and analyzing statistics while creating strategies that will increase engagement. Research and implement current trends using various social media platforms.

Design & Production – Assist the graphic designer in the creation of digital and print communication pieces.

Staff participation – Being willing to collaborate with the Communications Team, Orangewood ministries, and local/international partners of Orangewood.

Church participation — Participate in weekly corporate worship.

Desired Skills and Experience:

- Bachelor's degree in Communications, Journalism, English, Marketing, or related field
- Three to five years of related experience in communications, public relations, or creative writing and editing
- Ability to create effective messaging by synthesizing, clarifying, and enhancing contributions from a variety of sources
- Excellent journalistic writing and editing skills with keen attention to detail
- Proficient in Mac-based systems, Adobe Photoshop, Illustrator, and InDesign
- Experience with web communications, HTML, and social media platforms
- Ability to prioritize, manage multiple tasks, and deliver results under tight deadlines
- Maintain a desire to work in a faith-based organization as both a staff leader and member of Orangewood Church
- Willing and able to actively participate in the daily life of the church, its schedule, and events
- Ability to create effective messaging by synthesizing, clarifying, and enhancing contributions from a variety of sources

To Apply:

Please send your cover letter and resume to Orangewood's Director of Communications, Jack Michels at jmichels@orangewood.org.

Priority will be given to candidates who submit writing and design samples and/or portfolio.