

## **COMMUNICATIONS COORDINATOR**

Seven Rivers Church  
Lecanto, FL  
[www.sevenrivers.org](http://www.sevenrivers.org)

### **Overview**

The Communications Coordinator will create, organize, plan and implement effective communications, messages, and strategies for/with the church and community. The individual will support church and ministry leaders in conveying their vision and communications priorities to appropriate audiences and consistently articulate, enable, and fulfill Seven Rivers Church's mission and vision. This individual needs to be creative, innovative, administrative and a strategic thinker.

### **Key Responsibilities**

- Work with church and ministry leaders to develop communications processes and define priorities to communicate messages clearly, creatively, and effectively
- Support church and ministry leaders in conveying the core values and mission of Seven Rivers Church
- Facilitate "telling our story" church-wide and to specific audiences
- Develop print and online materials for church financial campaigns every two years
- Solicit information from church and ministry leaders to organize and plan communications in a timely manner
- Keeps ears open to stories of life-change and God at work in the church and community and develop ways to creatively communicate those stories via, video, interviews, newsletter, and social media
- Work with church and ministry leaders to develop communications messages to reach those not currently associated with the church
- Create and implement a strategy for becoming more visible in the community
- Strong writing, editing and proofreading skills for all things print and electronic, looking for clear communication, brand presence and consistency
- Stays current on creative communications and technological trends and looks for opportunities to use this information effectively
- Recruit and manage volunteers (artists, designers, photographers, videographers etc), as well as making use of church staff for same
- Manage and implement all visual and social communication of Seven Rivers Church (website, social media, etc.)
- Continually review and enhance the overall brand architecture of Seven Rivers Church
- Coordinate communications with staff and faculty at Seven Rivers Christian School

### **Qualifications**

- A heart for Seven Rivers Church, and a growing relationship with Jesus Christ and a passion to help others find and follow Jesus
- Proven ability to take projects from beginning to end
- Organized – able to manage multiple projects
- Exacting attention to detail
- Be comfortable making decisions
- Excellent written and oral communication
- Relates well to all kinds of people, builds effective relationships, communicates effectively
- Demonstrates competency in a variety of programs and platforms (graphic design, photography, video)
- Must be flexible in working hours with ability to be at activities during evenings, weekends, and holidays
- Learner – learn and grow in the position from other churches/practitioners

### **Position**

Full-time, Salary + Benefits

### **Contact**

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