

Global Ministry Center Job Description



Job Title: Communications Coordinator	Department: World Missions Ministries
Full-Time <input checked="" type="checkbox"/> ; Part-Time <input type="checkbox"/> ; Temporary <input type="checkbox"/> ; Intern <input type="checkbox"/>	
Last Updated: October 2021	
Purpose: The Communications Coordinator shall serve as copy editor, graphic designer, web editor, and video producer for the World Missions Ministries department. They will be required to coordinate effective communications and collaboration with constituency at all levels of the department. Independent judgment is required to plan, prioritize, and organize the diversified workload.	
Essential Duties include but is not limited to: <ul style="list-style-type: none">• Design, produce, and oversee mailing of missionary newsletters and support cards• Strong editing and proofreading skills• Process written and electronic correspondence and telephone calls• Manage social media presence• Video: develop scripts, coordinate shoots, and assist video production as requested• Branding: formulate design concepts, content, and identity of all projects for department• Design, create, and conceptualize presentations as requested• Coordinate, design, edit, oversee fact-checking/proofing process, and finalize all printed materials and publications, and coordinate distribution of materials• Website: develop new content, post updates and graphics, identify opportunities for development, report issues, and maintain donation site information• Research, evaluate, and select vendors for promotional items• Assist with WMM events as requested• Collaborate with other ministries to effectively communicate and implement division goals	
General Description: The employee should possess excellent verbal and written communication and interpersonal skills, along with graphic design expertise. This person should have strong organizational abilities, as well as the ability to prioritize deadlines and multi-task. The employee needs a willingness to familiarize themselves with the IPHC structure and GMC procedures to understand the functions of the division. This employee will be required to provide web, print, and graphic support to all areas of the division.	
Minimum Requirements: <ul style="list-style-type: none">• Supports the vision and strategic goals of IPHC Ministries• High School Diploma or equivalent; college degree preferred• A minimum of 2 years related experience in editing and graphic design• Working knowledge of Adobe Creative Suite (InDesign, Photoshop, and Illustrator) and Microsoft Office Suite• Must be able to sit for extended periods• Ability to lift up to 50 pounds (reasonable accommodations available to enable individuals with disabilities to perform the essential functions)	
This position is amenable to the Executive Director.	