



MEMORIAL PARK CHURCH IS SEEKING A **COMMUNICATIONS COORDINATOR**

Purpose

To support all aspects of communications strategy to advance the mission of Memorial Park Church to Love People. Know Jesus. Live Transformed.

Qualifications

- Excellent writing, editing, and verbal communication skills
- Experience utilizing social media as a marketing tool (including Facebook, Twitter, LinkedIn, YouTube, Instagram)
- Proficient with general computer use and commonly used Microsoft Office programs including Word and Power Point
- Proficient in Adobe Suite CS6 and CC (for various print and online publication development), including an understanding of image/graphic requirements for print publications & website usage
- Proficient in photography and/or video-related tasks
- Familiar with Web-based CMS (Content Management Systems)
- Strong relational skills to connect with people of all ages
- Display ability to build teams and effectively manage responsibilities
- An evangelical, reformed and missional world-view
- Must be in agreement with the Mission, Vision, and Bylaws of Memorial Park Church
- Bachelor's degree in a related field or equivalent experience
- Professional experience in non-profit environment desired

Expected to become proficient in the following software platforms:

- Church Community Builder (MPC Connect, our online community)
- AccuCMS (our website CMS)
- Subsplash (our MPC App CMS)
- ScreenHub outdoor electronic sign
- MailChimp (our e-mail platform)

Accountability

The Communications Coordinator shall report directly to the Director of Communications.

Position Status

- This is a full-time non-exempt position
- The position will enjoy benefits as stipulated by MPC's Personnel Handbook

Essential Duties & Responsibilities

- Manage day-to-day tasks related to the mobile app, website, weekly bulletins, weekly e-mails, newsletters, print brochures, signage, video, direct mail, and other custom media components
- Implement and manage an effective presence on the web, including all relevant social media channels.



Essential Duties & Responsibilities Continued

- Proactively seek stories of God's movement within the church and develop ways to creatively communicate those stories via video, interviews, newsletters, and the website
- Work with church's communications team to effectively support communications to internal and external audiences
- Execute content calendar initiatives, providing input for scheduling and content creation
- Work closely with ministry teams to ensure consistency of branding and communications style across multiple touch points

Personal characteristics

- Demonstrated professionalism, emotional maturity, and stability
- Develop and maintain healthy working relationships with other staff members, members of the congregation, and members of the community
- Passionate about Christ, possessing a deep, growing relationship with Jesus with a servant attitude
- Authentic, humble, genuine, honest, unhurried, approachable personality
- Healthy, maintaining a well-balanced personal lifestyle—a model of the gospel

How to Apply

Email letter of interest and resume to communications@memorialparkchurch.org

Memorial Park EPC

8800 Peebles Road, Allison Park, PA 15101
(412) 364-9492 | mpcepc.org