



Communications Coordinator

Summary of the Position

The Communications Coordinator is passionate about reaching people with the Gospel through Fellowship's social media platforms, website, print materials, and more! They enjoy finding creative ways to grow an online presence by creating engaging content, fostering discussion, and researching best practices and popular trends. They also have an attention for detail, assisting with and maintaining the team's project management process and pipeline.

Description of Duties

Creative Tasks

- Promote the mission and vision of Fellowship Dallas across all forms of communication
- Expand our reach online through social media, digital marketing, and research
- Work with communications director and pastoral staff to build out a comprehensive digital ministry strategy
- Create digital ministry content through various forms of media
- Cultivate relationships on social media platforms
- Oversee online hosts for Sunday morning services
- Capture creative social media content from Sunday morning services
- Maintain Fellowship brand standards
- Assist the graphic designer as needed on design projects
- Assist on photo and video shoots as needed
- Brainstorm creative projects in communications team meetings

Project Management

- Organize requests in project management software
- Manage the event promotion and social media calendar
- Work closely with the Communications Director to plan project workload
- Serve as liaison between the communications team and ministry leaders as needed

Administrative Tasks

- Keep the Fellowship Dallas App updated with events, sermon notes, etc.
- Ensure the church website stays up to date with events, current message media, etc.
- Build out and send the weekly email and other ministry emails as needed
- Assist the communications director with various tasks as needed
- Keep signage and print materials up to date
- Prep for event set up as needed

Position Details

Qualifications, Skills, and Gifts

- Can communicate the gospel clearly
- Willing to become a covenant member of Fellowship Dallas.
- Willing to become proficient in the mission, vision, and values of Fellowship Dallas
- A team player that doesn't take themselves too seriously
- Lover of people with a heart to pastor an online audience
- Passionate about social media and up to date on trends and best practices
- Understands quality design and aesthetics
- Proficient in Adobe Creative Suite or other design software
- Excellent written communication skills
- A curious learner who enjoys problem solving and creative thinking
- Organized and hard-working
- Willing to work flexible hours as needed with comp time provided.
- Able to perform responsibilities independently and without direct supervision
- Photography and video skills a plus

Compensation and Benefits

- Full time – 40 hours per week
- Salaried. Flexible work schedule options
- Sunday to Thursday work week
- Laptop and office
- Health, vision, dental, and retirement benefits