



IMMANUEL

ANGELICAN CHURCH

Communications Coordinator | Job Description

Supervisor: Nichole Sangha, Executive Pastor

Position Available: Starting July 2024

Employment Classification: PT (10 - 15 hours/week)

Role: The Communications Coordinator provides leadership for Immanuel's ongoing and special communications projects.

Skills Required:

- Ease in navigating a variety of digital platforms and creating web and mobile content;
- Experience in design and production for print and digital media involving text and graphics;
- Strong copywriting skills for church announcements and publications;
- Demonstrated capacity to produce high-quality design with quick turn-around; and,
- Excellent writing skills and attention to detail.

Qualities Desired

- A strong love of God and people and an active, growing, and mature relationship with Jesus Christ; dedicated to the spiritual growth of self and others;
- Close theological alignment with the belief and practices of Immanuel Anglican Church and commitment to her mission in Chicago;
- Commitment to professional and personal excellence;
- Collaborative approach and a team mentality;
- Ability to multitask, organize multiple projects, and meet deadlines;
- Creative spirit and a passion for innovation;
- Ability to accept direction and feedback;
- Ability to self-start (i.e., recognize a need and initiate an appropriate response), and,
- Professionalism, friendliness, and poise when communicating with those at all levels.

Job Duties

WEEKLY COMMUNICATIONS FLOW

Announcements (3 -4 hours)

- Track and manage comprehensive list and schedule for one-time and recurring Immanuel announcements;
- Write and send the weekly church announcement email;
- Input announcements into bulletin drafts, and

- Draft verbal announcements for Sunday services (i.e. all communications from service leaders that are not written in liturgy: welcome and opening announcements, general announcements, special instructions for special services, etc.)

Website Maintenance (1 - 2 hours/week)

- Oversee website back-end maintenance and contracts;
- Create Subsplash events (which populate Immanuel App and Immanuel events webpage); and,
- Update web pages, upload content and create new pages as needed.

Social Media (1 - 2 hours/week)

- Create standard written and visual content for Immanuel's social media announcements;
- Promote Immanuel's brand consistently across communications platforms, and,
- Post all official church updates on social media (Facebook, Instagram, Twitter).

PERIODIC COMMUNICATION NEEDS

Design and Photography (Varies)

- Work with other staff to assess needs and hire artists and designers for one-off projects and art / design needs;
- Fulfill in-house design needs as needed;
- Recruit and hire photographers for special events and services;
- Create paper handouts for events and ministries as needed and available.

Team Projects (Varies)

- Assist senior leadership with drafts of quarterly or other special church communications (year-end letter, annual report, etc.), and
- Provide edits and feedback for written content for other staff, as needed (and available).

TEAM COLLABORATION

1. Attend weekly staff meetings and other required staff events;
2. Honor the conduct and character requirements expressed in our Staff Handbook; and
3. Collaborate with the staff of Immanuel to pray for and carry the vision of our church to lift high the Son of God in the city of Chicago, that all would be drawn to Him.