



## Communication Coordinator

The Communication Coordinator is a part to full-time position responsible for video production, social media administration, and internal weekly communications within the Bethany faith community. The Communication Coordinator also assists the Director to proactively and strategically coordinate ministry event publicity. This position is primarily M-F during business hours but will occasionally be called upon for evening and weekend events.

### Job Duties:

- Shoot and edit video projects of events and the life of Bethany
- Administrate and maintain social media presence (Facebook, Twitter, Instagram) including drafting and scheduling outgoing social media posts
- Create and maintain Sunday bulletins
- Create and distribute internal announcement slides for events/ministries
- Ensure consistent branding and messaging across channels
- Proofreading and copyediting print and social media content as needed
- Work with director and ministries to proactively and strategically coordinate event communications
- Develop and manage volunteer photo and video support
- Maintain video/photo archive of faith family life

### Requirements:

- Have an active church membership, and show evidence of a Christian character
- Have an excitement and commitment to the purpose and approach of Bethany Lutheran Church
- Be a team-player who can work effectively with other members of the church staff
- Able to manage multiple projects simultaneously, pro-actively communicating with Director and project participants
- Proficiency in Microsoft Office, Adobe and other graphic/video programs
- Knowledgeable in video production and graphic design
- Ability to express Bethany branding in print, media, and social venues
- Strong writing, editing and proofreading skills

*Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing mission of the congregation.*