

**Position:** Communications Coordinator/Project Manager

**Direct Report:** Operations Pastor

**Position Status:** Part-Time Temporary (~20 hrs per week)

### **Position Summary**

Work with Ministry Leaders, Pastors, volunteers, staff, and contractors to create, organize, plan, and implement effective, simple, and clear communication messages for the Epikos congregation and surrounding communities.

### **Qualifications**

- Education in Marketing, Communications, English, Public Relations, or Journalism or work experience equivalent.
- Experience in project management of cross-functional teams.
- Strong time-management, organizational, and communication skills.
- Experience with Adobe Photoshop, InDesign, and Illustrator preferred.
- Excellent writing and editing skills.
- Agree with and embrace the vision, values, and doctrinal statement of Epikos Church.
- Understand and embrace the culture of Epikos Church.
- Self-motivated, without the need for micromanagement, and team-oriented.

### **Job Expectations & Responsibilities**

- Maintain ownership of the creation and editing of content for print, production, and web including but not limited to the website, blog, social media, press releases, and external email communication.
- Provide feedback on internal email communication and communication strategy.
- Implement communications strategy as outlined in the Ministry Action Plan (MAP).
- Manage social media and online presence including podcasts, app, and website.
- Serve as point of contact for media.
- Review team budget monthly to ensure targets are met. Communicate any specific out of budget or immediate team financial needs to the Operations Pastor.

### **Expectations for Connecting at Epikos**

- You will report to the Operations Pastor who will set job any additional expectations for you.
- You are expected to partner with Epikos Church which includes generous giving, regular worship attendance, and small group involvement (either as a member or leader).