



Job Description

Title: Communications Project Coordinator	Revision Date: August, 2019
Department: Communications	Job Classification: Exempt

Position Overview: The Multi-Media Specialist/Designer helps Northshore and the Communications Department be successful by creating content, supporting communication goals and deliverables, and managing weekly workflow in concert with the Director of Communications.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Curate and design digital content for weekly and monthly emails
- Copywrite for emails, website, social media and other promotional materials
- Curate and design social media content
- Attend Communication Team Meetings
- Edit message highlights for social media and web
- Assist with Video/Photography shoots
- Assist with podcast production
- Assemble message slides
- Assemble pre-service, host and wrap up slides
- Assist with App updates/content
- Handle printing requests (signs, booklets, etc)
- Assist with various design, print or promotional requests
- Curate content for website
- Assist with scheduling and calendaring of promotions

OTHER SKILLS/ABILITIES:

- Creative
- Self-motivated
- Attention to detail
- Familiar with Adobe Suite, Mail Chimp, Wordpress, Slack, Asana
- Design/Content knowledge background
- Excellent at follow through
- Ability to learn new skills and software
- Ability to prioritize tasks
- Copywrite skills (grammar, spelling, syntax)

REQUIREMENTS:

- Excellent people/relational skills
- Able to articulate communication needs for a variety of events
- Manage multiple projects at once
- Hyper organized and focused
- Able to problem solve
- Utilize project management software; positive team player
- Be a Northshore Member or pursue membership (if not already)

REPORTING RELATIONSHIPS

- ***Immediate Supervisor:*** Director of Communications
- ***Supports:*** Northshore ministry leaders, support staff and Volunteers

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the church.