

Job Description

COMMUNICATIONS COORDINATOR

SOJOURN COLLECTIVE SUPPORT

Mission Connection

The Communications Coordinator supports the mission of Sojourn Collective by ensuring that our work furthers our mission, values, and vision. He or she will assist with technology and creative projects to support the churches that make up Sojourn Collective.

Responsibilities

- Help coordinate design and video projects
 - Review design and video requests and prepare them for completion by the rest of the communications team
 - Make basic edits to design projects (e.g. text edits)
 - Track project deliverables against deadlines
- Review, proofread, and edit written content
- Do basic web editing using our back-end platform
 - Add and edit text and photos
 - Do basic text formatting
 - Assist staff with the website
 - Make simple website how-to's (written instructions or screen recordings)
 - Help manage and edit the member database
- Communicate technical needs to developers
- Help with many odd jobs for staff and team as needed

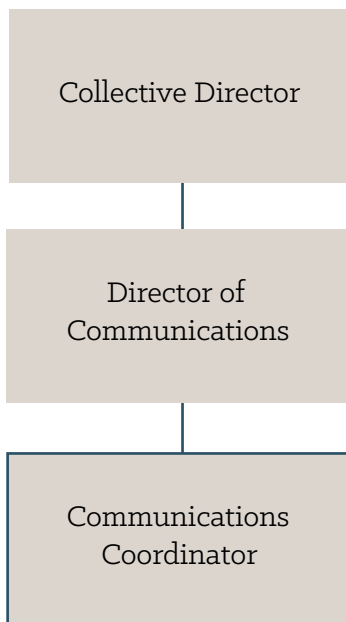
Character and Competencies

- Requirements
 - The character and qualifications of a staff member as outlined in the Sojourn Bylaws and Staff Handbook
 - Ability to learn new skills and software quickly
 - Ability to proofread and edit well—good writing and grammar skills required
 - Ability to manage project deadlines and details
 - Ability to communicate details clearly, especially via email
 - Professionalism and flexibility in working with others
 - Receptivity to feedback and a desire to grow

COMMUNICATIONS COORDINATOR

- Bonuses, but not strictly required
 - Experience with Adobe CC (Photoshop, InDesign, Illustrator, Acrobat)
 - Experience with basic web editing using a CMS (like WordPress, Squarespace)
 - Basic experience with HTML and/or CSS
 - Experience in technical writing and instruction

Reporting and Supervising Roles



Expectations

- Adhere to the Sojourn Staff Covenant
- Work 15–20 hours per week (to be determined)
- Work at the Sojourn Meridian Building (1303 South Shelby Street)
- Support the mission and goals of Sojourn and champion the ministry philosophy
- Commit to collaborate with staff members and promote unity across all Sojourn churches and departments

Classifications

- Category: Part-time
- Staff Level: Support Staff
- FLSA: Non-exempt
- Pay: Hourly