



Communications Coordinator

Position Description

Job Title:	Communications Coordinator	Supervisor:	Artios Director/Dean of Administration
Department/Group:	Artios Christian College	FLSA Classification:	Contract
Location:	Remote	Position Type:	20 hours/week, \$19.25/hour

Summary

Coordinating efforts of the Communications Circle to structure, maintain, and navigate pathways towards intentional learning by using mass communication (including live presentations, websites, social media, and print) to invite prospective and current students and ministry partners to engage with Artios

Duties and Responsibilities

Lead Link for the Communications Circle

- Engaging Team Members in filling the Circle’s Roles; monitoring the fit; offering feedback to enhance fit; and re-assigning Roles to other Team Members when useful for enhancing fit
- Establishing Strategies for the Circle
- Filling the following roles within the communications circle:

Ads Coordinator

- identifying ads
- designing/contracting ads
- copywriting ads
- scheduling ads
- stewarding ad budget

BA/Churchright Coordinator

- providing BA/Churchright with calendar of events
- providing BA/Churchright with relevant copy/articles
- providing BA/Churchright with material for ads

Digital and Social Media Coordinator

- Updating and maintaining website content
- scheduling social media posts
- writing social media copy
- preparing social media graphics
- administering social media accounts

Print Coordinator

- editing, overseeing design of, and publishing quarterly newsletter
- keeping track of print stockpile
- ordering new print materials as needed (in coordination with budget steward)
- mailing print materials to team members

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

Blog Coordinator

- soliciting and scheduling blog posts from team members, students, and denominational leaders
- titling and formatting articles according to best practice
- adding graphics, hyperlinks, SEO, and CTA links to articles

Prayer Team Coordinator

- collecting prayer requests
- compiling and sending prayer request email
- maintaining list of prayer partners
- compiling and sending prayer team newsletter

Qualifications

To perform this job successfully, an individual must be able to perform each primary responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills

Interpersonal Skills

Budgeting

Keyboard Skills

Professionalism

Written Communications

Project Management

Oral Communications

Organization

Time Management

Education and Experience

High School Diploma or Equivalent. BA in communications or a related field preferred.

Language Ability

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

To apply, email a **cover letter** and **resume** to Amber Riggs, Artios Co-Director: amber@artioscollege.org

Accepting Applications until Sunday, November 3

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