



GRACE COMMUNITY CHURCH

Marketing Coordinator

About the Role

We're asking God for a part-time marketing coordinator who will support the Communications ministry at Grace. S/he will play a critical role in storytelling and sharing what God is doing through and at Grace Community Church, through a variety of channels. We are looking for someone who loves to express their love for Jesus in creative ways and has a knack for creating excitement through different types of content.

About Us

We are a mega-church where relationships are everything. We believe the Gospel deeply, so we relate and work together in ways that express our ongoing need for Jesus. Our pastors are accessible, thoughtful, and steadfast. Our welcome is intentional and engaging. Our members are generous and sincere. We're a church with a mission to meet people where they are and to help them take the next step in following Jesus. That means we care for people by meeting all kinds of needs. We love stories. We celebrate like crazy. We make disciple-makers, and we show up to do good in our community and in the world...all in the name of Jesus.

By God's grace, we continue to grow numerically, multi-ethnically, and intergenerationally. We have God-sized dreams to reach more students for Christ, but we won't sacrifice relationships or thoughtfulness to do it. Could God be adding you to our highly collaborative, relational, Gospel-centered, Grace staff team?

About You

You are creative with an eye for detail and words. Creating content is something you enjoy and are able to find ways to create content out of something most would not see as "content." You enjoy social media and have a strong point of view on how to create a unique voice and presence on various platforms. You are organized and able to take multiple events, initiatives and stories and find ways to bring them together in a cohesive way. You enjoy writing for different platforms, particularly social media and email. You maintain a strict policy of zero tolerance on typos and details don't fall through the cracks when you're project managing. You take initiative and solve problems when you see them, even without being asked.

Most importantly, you believe the gospel is the most important message ever, so the task of inspiring people with stories of Grace from God is exciting, life-giving and precious. While you could work anywhere, using your gifts for God's Kingdom gives you more joy and fulfillment.

RESPONSIBILITIES

- Drive storytelling around Grace's mission and what God is doing at the church through digital channels. Manage Grace Community Church's social media platforms, creating a consistent voice and editorial calendar. Help brainstorm and create new content, in collaboration with the various ministries at Grace.
- Play a key role in our weekend gatherings by helping create various communications assets on a weekly basis.
- Ensure consistent and cohesive communications through our newsletters. Help keep the body and various ministry audiences up-to-date with the latest announcements, events and stories.
- Responsible for maintaining the Grace website, including keeping content up-to-date and help publish new content as needed.
- Support the Comms Team in ad-hoc special projects, not limited to special edition newsletters, brochures, Realm campaigns, etc.

SKILLS

- Degree in communications, marketing, creative writing, or related field; or at least 2-3 years experience in communications / marketing
- Expert in social media platforms
- Experience in managing a website / proficient in wordpress
- Proficient in creative, photo and video software including but not limited to Adobe Creative Suite (Illustrator,Photoshop and InDesign).
- Excellent written and oral communication skills.

COMPETENCIES

- Able to take projects from beginning to end.
- Action-oriented, displaying focus, passion, and initiative.
- Interpersonal Skills: Relates well to all kinds of people by listening and negotiating, builds effective relationships and teams, collaborative.
- Project Management: Organized, creative thinker with an attention to detail, working in an ever-changing environment while managing multiple projects.
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses.

RHYTHMS

- 1x Per Week – Meet with your supervisor
- 1x Per Week – Marketing Team meeting
- 2x Per Month – All Staff Meeting
- As Needed – Initiate / attend project specific meetings

RELATIONSHIPS

- Reports directly to the Communications Director.
- Works hand-in-hand with Graphics Designer
- Works in partnership / in support of all ministries at Grace

To Apply

Interested? If so, please send your resume to jobs@gcconline.org. In your cover letter, tell us how your experience, passions, and heart are uniquely aligned with the team and mission of Grace.