

**POSITION:** Coordinator of Communications  
**SUPERVISOR:** Pastor  
**STATUS:** Part Time  
**FLSA:** Non-EXEMPT  
**EFFECTIVE:** September 1, 2015

### **JOB SUMMARY:**

The communications coordinator will create, coordinate and implement internal and external communication of Redmond UMC in line with our mission to Love. Serve. Grow. and in keeping with our Vision and Strategic Plans.

### **ESSENTIAL DUTIES:**

- Create a vision for Communications ministry at Redmond UMC
- Recruit and develop a Communications team with succession planning
- Create documentation, policy and guidelines manual
- Maintain and integrate the RUMC website, Facebook, Twitter, Blog and other social media platforms
- Develop and execute a plan for both internal and external communications and execute procedures that evaluate the effectiveness of communication efforts.

### **QUALIFICATIONS & EXPERIENCE:**

- Commitment to personal spiritual growth and understanding of United Methodist theology.
- Bachelor's Degree in Communications or related subject
- Exhibited desire, experience and background displaying a "a heart for service".
- Solid understanding of Social Media Channels

### **PHYSICAL REQUIREMENTS:**

- Be able to sit and type for long periods at a time.

### **CORE COMPETENCIES:**

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Influencing Others:** encourages others to participate, provide resources or make decisions, in service to the work at hand; uses verbal and nonverbal skills to communicate respect for others, and to generate energy passion and commitment to an idea; creates an environment that others want to participate in.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; concentrates his/her efforts on the most important priorities; can balance priorities appropriately.
- **Planning.** Accurately assesses the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals;

evaluates results.

- **Interpersonal relationships.** Relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.

I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.

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Date