



# olivebranch

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CHRIST

<b>Job Title</b>	Communications Coordinator		
<b>Department</b>	Communications	<b>Status</b>	Full-Time, Hourly
<b>Reports to</b>	Worship Arts Pastor	<b>Date Approved</b>	10-22-2020

## **JOB SUMMARY:**

To coordinate Olive Branch communications area for maximum missional impact. Works with Senior Pastor, Executive Team, and other ministry leaders to tell the God stories of life change in all areas of the Olive Branch community (locally and globally).

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supports Supervisor and works collaboratively with the Executive Team to create and implement strategic communication short-term and long-term plans that support ministry to accomplish the mission and goals.
- Ensures the Olive Branch mission, values, and brand are consistent across all story-lines through the organization – including outsourced projects.
- Provides project management for communication and marketing projects.
- Collaborates, resources, and supports ministry leaders to communicate and market major ministry activities. Works with ministries to resource volunteers.
- Creates content for all areas of written and digital (online & on-screen) communications. Including, but not limited to, sermon series, campaign communication, graphic design, photography, video, copywriting, social media, flyers, brochures, blogs, bulletins, e-bulletin, cards, posters, banners, design for small group campaign materials, environmental graphics, apparel design, e-blasts, and more.
- Supervises Lead Videographer to ensure the filming, editing, and posting of weekend services and other video content is done in an engaging, high quality, ever-improving manner.
- Recruits and builds a strong volunteer communications team to accomplish communication goals. Provides leadership, training, goals, and objectives for the team.
- Keeps abreast of new technology, industry trends, and market research to keep Olive Branch on the front lines of communication and marketing.
- Stewards department annual expense budgets within available resources.

- Provides strategic leadership and collaboration to develop and implement communications plans for large ministry events.
- Supports and participates in events and activities as requested by area supervisor.
- Active member of Olive Branch Community Church.
- Supports and participates in Olive Branch church services and activities.
- Performs other duties as assigned.

**EDUCATION and/or EXPERIENCE REQUIRED:**

Oversees all Communication and Marketing activities to support and further the Mission and Purpose of Olive Branch Community Church.

- Bachelor’s degree or equivalent experience required in a relevant field.
- Demonstrated experience in communications and/or marketing, including experience in developing and implementing strategic communication plans for an organization.
- Proficient with Adobe CS and knowledgeable with video productions.
- Experience working with photographers, videographers, writers, web/graphic designers.
- Demonstrates ability to communicate quantitative and qualitative results and other complex information to diverse audiences in an understandable and compelling manner.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty 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.

- 3 years’ experience in a related field strongly preferred.
- Uphold and support the Mission and Core Values of Olive Branch.
- Able to build and effectively develop high trust relationships.
- Strong project management skills.
- Strong written and oral communication skills.
- Able to lead teams (volunteer and/or staff) in providing exceptional communication with continual improvements, while streamlining processes and reducing costs without compromising excellence.
- Able to accomplish projects utilizing strong project management skills, including clear milestones, deliverables, and collaboration.
- Able to handle confidential matters with excellence.
- Self-motivator, creative, flexible, and honest.
- Able to perform high-quality work.
- Professes faith as a Christian and able to sign the Olive Branch statement of faith.
- Servant heart and Christ-like attitude.

**SUPERVISORY RESPONSIBILITIES:** This position leads volunteers, staff, and related vendors.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

While performing the duties of this job the employee is regularly required to stand, walk, sit, and requires sufficient hand, arm, and finger dexterity to operate office machines. Requires mild physical work; some lifting, pushing, or pulling of objects over 20 pounds. Requires visual acuity to read words and numbers and speaking and hearing ability sufficient to communicate in person or over the phone.

**ADA:** The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors. The noise level in the work environment is usually moderate but can be loud at times.

**OLIVE BRANCH EMPLOYMENT STATEMENT:** Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of Olive Branch's at-will employment, duties, and responsibilities are subject to the Olive Branch Employee Handbook.

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Employee Name (Please Print)

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Employee Signature

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Date

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Supervisor Signature

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Date