



## JOB DESCRIPTION

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| <b>JOB TITLE:</b>      | <b>Communications Coordinator</b> |
| <b>DEPARTMENT:</b>     | Storytelling and Communications   |
| <b>REPORTS TO:</b>     | Sr. Director of Communications    |
| <b>EFFECTIVE DATE:</b> |                                   |
| <b>CLASSIFICATION:</b> | <b>Non-Exempt</b>                 |

**POSITION SUMMARY:** The Communications Coordinator receives and coordinates the work of the Communications team, assisting in design, production, messaging, and quality control of public-facing and employee-facing communication projects across the organization. The Communications Coordinator interfaces directly with a range of personnel on communications projects, program branding, visual identity, and messaging strategy, ensuring efficiency, consistency, excellence, and on-time delivery in keeping with our high brand standards.

**PROGRAM MISSION:** The Storytelling and Communications team serves our programs by crafting memorable, quality content that reinforces our brand, inspires and engages our constituents and employees, and educates the broader public on the Foundation’s mission and ongoing work. Our team executes both internal and external communications across a variety of channels including print, mobile, video, web, email, and merchandise.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

**ESSENTIAL FUNCTIONS:**

- Responsible for schedule management, office management, preparing written and web drafts, data reporting, and representing communications to other programs and departments.
- Assist in coordinating foundation internal/external communications.
- Act as liaison between communications department and foundation stakeholders: receive tasks, monitor and cascade progress, ensure delivery
- Facilitate the communication department’s activities with discretion and judgement and knowledge of organization
- Enhance the relations between foundation and employees, guests, vendors, and other community stakeholders.
- Maintain communications policies and procedures while monitoring foundation media.
- Assist with CircuiTree, Mailchimp, SurveyMonkey, WordPress, Hootsuite, and social media.
- Provide support and assistance to communications staff that ensure effective use of time and productivity.
- Handle a wide range of administrative and project support-related tasks involving the clerical, administrative functions, research, drafting internal communications, managing tasks and deadlines, and facilitating projects.

- Full comprehension of communication’s operation and procedures
- Handle confidential information and communications.
- Responsible occasionally for training other program staff on specific tasks such as email newsletter and web systems.

**QUALIFICATIONS:**

- Bachelor’s degree from an accredited, four-year university in an applicable field preferred
- Minimum two years’ related experience in project coordination or closely transferable profession
- Highly skilled with Microsoft Suite, Google Suite, WordPress, email marketing platforms, and social media platforms
- Proficiency in Adobe Creative Suite, and/or specific experience with Mailchimp and Hoostuite.

**COMPETENCIES—Knowledge, Skills, and Abilities:**

- Detail-oriented and efficient
- Ability to work independently and in a dynamic team setting
- Self-starter who anticipates and identifies problems, takes necessary corrective action, in collaboration with appropriate stakeholders
- Excellent communication skills: verbal, written, and presentation
- Effective time management in a fast-paced environment with changing priorities
- Ability to use discretion and maintain confidentiality

**PHYSICAL REQUIREMENTS:**

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee may occasionally lift and/or move items up to 25 pounds.

**WORK ENVIRONMENT:**

- This job operates in both a professional office environment and in a camp or retreat setting
- This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets
- This position can be active and require standing and walking throughout the day
- Ability to work outside on uneven terrain and in varying weather and environmental conditions
- Ability to work varying schedules based on camping program needs, including some weekends

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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MANAGER SIGNATURE

DATE