



Job Description- Communications Coordinator

Position Title: Communications Coordinator

Hours: 6-10hrs/weekly. Schedule and hours are flexible. Work is primarily remote with some occasional in-person meetings as needed.

Pay range: \$17-19/hr.

Reporting Structure: Reports to the Board of Directors on their initiatives and progress toward the agreed upon performance metrics with direct supervision provided by the Minister or designee.

Purpose:

Will work collaboratively with Prairie Circle Unitarian Universalist Congregation (PCUUC) Minister, Staff, Board of Directors and designated Committees in maintaining and enhancing all means of internal and external communications, with an emphasis on developing a strong and creative social media presence and consistent images and messages across multiple platforms. Responsible for ensuring that PCUUC's website and social media platforms are updated and promote current activities with an emphasis on communication outreach and expanding to new audiences. Works closely with the PCUUC Board, Minister, Congregational Administrator, and the Membership Team in providing friendly and consistent communication with our congregational members and new visitors. Along with the leadership team, plays an important role in the presentation of PCUUC's public face and voice.

Key Functions and Responsibilities:

- Create, execute, and maintain a social media campaign in collaboration with stakeholders
- Drive interest in congregation activities and events
- Expand PCUUC visibility through social media platforms and accounts, as well as print media; manage and maintain public facing social media accounts and communications
- Under the direction of the PCUUC Board and Minister, work closely with the Membership Team to improve overall internal communications with our PCUUC Members and Friends

Essential Job Duties:

- Collaborate with staff and wider teams to develop original digital and visual content
- Update and maintain PCUUC website
- Create new social media accounts
- Edit photography and video associated with promotion of PCUUC



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- Assist with the writing of promotional communications including but not limited to press releases, special announcements, e-blasts, elements of the newsletter, etc.
- Assist with internal communications that enhance and improve the experience of our members and friends
- Provide ongoing progress reports and updates to the Board and Minister
- Other duties as approved by the Board and assigned by the Minister