



MANHEIM BIC CHURCH

## MBIC Communication Coordinator (PT)

Ministry Description, Rev.4/28/2025

**Position Title:** MBIC Communication Coordinator

**Job Summary:** The MBIC Communication Coordinator serves the mission of MBIC by collaborating with key leaders and volunteers to effectively communicate programs, events, and activities. This person brings clarity and creativity to telling the story of what God is doing within our church. They work to inform and inspire the congregation through compelling, timely messaging and resource development.

**Job Status:** Part-time, Hourly wage. Up to 20 hours per week. Partial remote work available. Schedule determined by supervisor.

### Responsibilities:

1. Meet weekly with the Communication Consultant to coordinate communication strategies within public square platforms.
2. Communicate and clarify public square communication strategies with ministry leaders.
3. Maintain website calendar and events information.
4. Coordinate communication strategies and scheduling with ministry leaders to ensure accurate and timely communication.
5. Collaborate and consult with ministry leaders for effective communication strategies in their areas of responsibility.
6. Assist ministry leaders with creating online registrations.
7. Review published information for quality control and brand standards.

### Experience & Abilities

1. Education: Undergraduate degree preferred (or equivalent professional experience)
2. Experience: 1-2 years of proven experience in an equivalent professional communication position.
3. Portfolio: A portfolio may be provided to demonstrate relevant abilities and experience.

### Qualifications and Requirements:

1. **Spiritual**
  - a. Have a growing relationship with Jesus Christ.
  - b. Live a lifestyle that reflects Biblical standards consistent with those outlined in the BIC Manual of Doctrine and Governance.
  - c. Be an active attender or member of MBIC or willing to join the church.
  - d. Believe that the Holy Spirit is active in our world today.
2. **Technical**
  - a. Proficient in desktop publishing.
  - b. Experience in managing multiple communication channels
  - c. Experience working with Planning Center Online (PCO).
  - d. Strong writing and editing experience.
3. **Professional**

- a. Capable to engage effectively in a team environment with staff and volunteers.
- b. Strong organizational skills for planning and managing deadlines.
- c. Flexibility, resourcefulness, and a willingness to serve within a dynamic church environment.
- d. Capable of stewarding resources and budget for church publications, resource development, and advertising.

**Reporting Relationships:**

- This position is supervised as administrative staff by the Executive Pastor and reports directly to them. The Lead Pastor provides direction for communication strategies.
- The role works in direct coordination with a part-time graphic designer.

**Compensation:**

- This position is a part-time hourly role. Payment is made every two weeks by direct deposit. Wage rate is reviewed annually.