

Position Title: Website Coordinator/Writer
Reporting Relationship: Communications Director
Exempt Status: Part-time, Non-Exempt

Primary Responsibilities:

- Managing website content and design
- Maintaining continuity of website themes, layout and branding
- Exceptional writing and editing skills for digital and print media
- Responsible for creating, editing, posting and updating of website content
- Part of strategic planning, development, execution and implementation of redesigning website
- Building and fostering collaborative relationships with other departments/ministries to better assist in communicating

Personal Qualifications:

- Strong communication skills and attention to detail
- Able to thrive in a fast-pace environment

Qualifications:

- Minimum Qualifications: Proficient in CMS and common office software like Microsoft Office. Thorough knowledge of standard writing practices and website design practices.
- Preferred Qualifications: Experience with Photoshop and InDesign.

Church staff must have faithful commitment to Jesus Christ and must demonstrate enthusiastic support of the Articles of Faith, Mission Statement and Core Ministry Values.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position