



Communications Coordinator

Job title: Communications Coordinator

Dept./Location: UCC Office/Spokane, WA

Category: Full Time

Supervisor: Director, Communications

Classification: Non-Exempt, Hourly

Date written: 02/2021

Wage grade/range: 70-80% (\$22.36-\$25.56 per hr.)

JOB SUMMARY:

Assist the director of communications in building and strengthening internal and external relationships. Develops and assists with projects that equip and empower ministries that reach our communities with the Christ-centered Seventh-day Adventist message of hope and wholeness.

AREA OF RESPONSIBILITY:

The Upper Columbia Conference of Seventh-day Adventists

KNOWLEDGE, SKILL AND APPTITUDE REQUIREMENTS:

- A Seventh-day Adventist member in good standing who has extensive knowledge of the practices and beliefs of the Seventh-day Adventist church
- Bachelor's degree in communications or equivalent area of concentration required
- Team player with excellent people skills
- Good communication skills, written and verbal
- Experience with social media channels and major digital platforms
- Experience with Adobe Creative Suite and Microsoft Office
- Has shown initiative and organizational ability
- Is adaptable, calm, and able to work under stress
- Has demonstrated judgement and discretion when making decisions
- One year of experience in communications, public relations or marketing field preferred
- Experience in photography, videography, and writing preferred
- Demonstrated ability to tell stories in a variety of digital formats preferred

ESSENTIAL FUNCTIONS:

- 1. Internal communications**
 - A. Coordinate and produce UCC news for Gleaner and NW Adventists
 - B. Other duties as assigned
- 2. External communications**

- A. Coordinate and produce UCC news for website and other outlets
 - B. Coordinate and manage UCC social media as part of a team
 - C. Assist director with dissemination of information about local churches, schools, and conference office to various public media
 - D. Assist director with crisis management and crisis communication as needed
 - E. Other duties as assigned
- 3. Web projects**
- A. Assist director with content development for UCC website
 - B. Serve as a member of the UCC Web Committee
 - C. Other duties as assigned
- 4. Event projects**
- A. Assist director with organizational coordination of events as needed
 - B. Other duties as assigned
- 5. Video & photography production**
- A. Coordinate UCC studio and assist UCC departments with video productions
 - B. Manage and maintain UCC video and photo archive
 - C. Other duties as assigned

ACCOUNTABILITY:

The Communications Coordinator is responsible to:

1. The Director of Communications

PHYSICAL REQUIREMENTS:

Must be generally in good health with the ability to be physically mobile in a variety of environments, and be able to read, speak, hear, reach, and grasp.

WORKING CONDITIONS:

Most tasks are performed under normal office conditions with little/no noticeable discomfort. A minimal amount of travel is required to represent the Conference, cover local events, and videography or photography. Work area is generally well lighted and ventilated. Must be able to drive under varying road conditions.

BENEFITS:

As a full-time, non-exempt, this position is eligible for following benefits:

- Healthcare Insurance (Medical, Prescription Drug, Dental, Vision & Hearing)
- Vacation
- Sick Leave
- Retirement Contributions and Employer Matching
- Life Insurance