

PROJECT AND COMMUNICATIONS COORDINATOR

Directly reports to: Executive Director of Operations

Location Assignment: Willamette Christian Church

Staff Expectations

Spiritual Life

- Personally, ensure that a robust and healthy spiritual life exists for yourself and your family, including an ongoing accountability relationship.
- Be an active member in the WCC family, including Rooted, community life, spiritual development, and baptisms.
- Provide an image of what a godly person looks like by imitating Jesus both in the workplace and outside of the church.

Relational Leadership

- Promote healthy and appropriate relationships with family, staff, and volunteers.
- Maintain an active and engaged team relationship with the staff at all campuses.
- Demonstrate character-based leadership with family, staff, and volunteers.
- Personally, attain and maintain strong relationships with members of the WCC family, and cultivate an environment of warm, welcoming, hospitable relationships in the ministry.
- Fully understand the lifecycle of participation at WCC.
- Commit to personal development of self through active learning. Initiate personal development and self-awareness.
- Communicate consistently and clearly with church family, staff, and volunteers.
- Disciple, shepherd, and mentor your volunteer team, setting the standard for a consistent Christ-like character, properly aligned with Scripture.

Leadership

- Submit to the overall leadership and vision of WCC/BCC/HCC/NHC while bringing independent, vision-minded leadership and advocacy to ministry.
- Work with volunteers and staff to develop goals, objectives, outcomes, and action plans for your areas of responsibility to meet the overall objectives of our church.
- Participate in scaling our ministries for the needs of the future communities that we may serve.

Role Description

Project Management

- Manage church calendar, ensuring that ministry events meet the criteria for approval (events are in line with our mission, values, and ministry pillars, are not in conflict with other larger events, and provide an appropriate mix of events that do not create an expectation for attendees to be at the church multiple times in a week).
- Manage the campus promotional calendar (in collaboration with Central Communications for cross-campus events).
- Create and support the use of Rock reports that assist us in communicating well with our church family and helping them take their next step (including updating of weekly metrics).
- Oversee the creation and delivery of marketing materials and local campaign launches for the Willamette campus, including but not limited to signage, fliers, campus emails, social campaigns, direct mail, and swag.
- Oversee, organize, and utilize campus digital picture library and marketing/comms assets.
- Educate, empower, and equip ministries with self-service creative, marketing, and communication tools (such as Canva, Storyblocks, and Rock) that allow them to become self-sufficient in implementing their communication strategies.
- Accountable for Rock database management and integrity for campus.
- Responsible for campus' visual needs; coordinating photo and video capture for key events, scheduling and managing creation of videos with Central Production team as needed.
- Manage the production of cross-campus print projects which are printed internally, including fliers, curriculum, posters, bulletins, etc.

Campus Communications

- In collaboration with ministry leads and leadership team, strategize and plan for events and campaigns throughout the year that reflect our mission, values, and ministry pillars.
- Ensure that volunteers and/or staff at the Start Here desk are well-equipped to answer questions about key events and ministries, and to distribute printed marketing or informational materials where appropriate.
- Oversee, evaluate, and adjust the communication of announcements from the stage on Sundays to ensure that they are accurate and reflect campus priorities.
- Responsible for weekly internal and external communications, including online newsletter, sermon slides, bulletins, staff Slack updates, social posts, and community communications vehicles (Nextdoor, craigslist, etc.) as appropriate.
- Respond to ministry leads' requests for promotion and communication, including coordination of the creation of registration pages for events (Discover, baptisms, etc.).
- Work with ministry leads to support web page updates and general WCC website edits and additions.
- Promote consistency in campus brand experience and identity (look and feel).

Social Communications

- Manage the social media channels & feedback loop.
- Implement and execute a social strategy that strengthens connections and community, increases engagement, and facilitates healthy growth on our campus.



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Cross-Campus Collaboration

- Collaborate with the Central Communications team to execute the strategy for church-wide campaigns and events.
- Partner with Central Communications to create promotional schedules and manage the promotional calendar.

Proficiency and Aptitude

- Canva, ProPresenter, Storyblocks, Rock RMS, Word and Excel (at a power user level), InDesign, project management software such as Trello and Notion

And all other duties as requested by leadership