

Kent Island United Methodist Church, Chester, Maryland

## Job Title: Information (Communication) Coordinator

**Reports to:** Office Manager **Effective:** 05/01/17  
**Directly Supervises:** Communications Team (volunteers)  
**Status:** Part Time (25 hours)  
**FLSA:** Non-Exempt

### Position Summary

The Information Coordinator is a part-time position that will ensure that all KIUMC communications and church database will help KIUMC ministries and members fulfill their vision to Grow in Christ, transform families and change the world.

### Essential Functions and Responsibilities

1. Manage KIUMC database
  - a. Maintain and update member information.
  - b. Provide reports as needed to resource leaders and ministry areas.
2. Serve as content manager and first level support for the KIUMC Website, social media, ministry brochures, and other church publications, including a monthly newsletter.
3. Develop and maintain internal electronic presentations including information kiosks and main worship presentations and announcements for our four main worship services.
4. Give direction to the Communications Team as they develop and implement an overall communications strategy for KIUMC that reaches members and prospective members. This includes projecting a unified image and supporting our vision to grow in Christ, transform families, and change the world.

### Core Competencies

1. **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of Kent Island United Methodist Church; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.
2. **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest, and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situation with constancy and reliability.
3. **Individual Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
4. **Team Orientation:** Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failure.
5. **People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative, and responsible deployment of volunteers; engages people in their areas of giftedness and passion.
6. **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
7. **Technical Expertise:** Demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

8. **Written/Graphic Communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context; has a basic understanding of graphic design and layout; is able to create print and electronic media that is clean and pleasing, maintaining the KIUMC brand.

### **General Requirements**

Must be a maturing Christian with a clear sense of calling to serve Christ in a church setting.

### **Minimum Qualifications:**

1. Bachelor's Degree or equivalent experience considered
2. Working knowledge of Microsoft Publisher, Adobe InDesign or similar design software
3. Graphic Design/Layout understanding (experience preferred)
4. Visual and written communication skills
5. Social Media Marketing experience a plus

### **Accountability**

1. The Information Coordinator is accountable to the Office Manager.
2. Official performance evaluation is conducted by the Office Manager, and is shared with the Staff Parish Relations Committee.