



Title: **Communications Coordinator – Full Time**
Ministry Support Services

Accountable to: Business & Operations Director

St. Andrew's is an intergenerational community of 1,200+ children, youth, and adults who are discovering God's grace together. We are a church community that desires to be the light of Christ in Northwest Tucson, shining brightly throughout this city as we move out each week into our schools, our places of work and recreation. The members of St. Andrew's are called to be God's Kingdom people and by God's grace we will endeavor to do just that! This is our mission: "To know God, and make God known, through lives transformed by Christ."

Position Profile

Position has overall responsibility for church communications, including website, social media, creating graphics, weekly announcements, periodic publications, and church branding. The Communications Coordinator must be a creative thinker who can manage multiple deadlines while providing outstanding customer service to the ministries, members, and friends of St. Andrew's. Competitive wage and benefits package available

Key Traits/Attributes:

- Engaging and positive personality
- Enthusiastic about working with websites and the use of social media
- Creative and resourceful thinker
- Comfortable working independently
- Ability to lead a team of volunteers
- Excellent communication skills

Key Competencies:

- Experience working with website design and updates
- Proficient with multiple forms of social media
- Proficient with use of desktop publishing and Photoshop
- Excellent writing and grammar skills
- Time management skills

Experience

- Demonstrated creative ability with websites, use of social media, desktop publishing applications, and Photoshop.
- College degree in communications, marketing, or advertising; or an equivalent level of combined professional experience and education in a related field.

Submit Resume of Qualifications to Brad Engel at bengel@sapctucson.org or the church office.