

CHURCH AT VIERA

Job Description Form



**CHURCH AT
VIERA**

Job Title:	Communications Coordinator
Reports To:	Communications Director
Date Approved: 08.05.2026	

Level/ Grade	Type of position:	
	☐ Full-time	☐ Exempt
	☒ Part-time	☒ Nonexempt
	☐ Intern	

PURPOSE OF POSITION

The Communications Coordinator supports the execution of Church At Viera's (CAV) communication projects through organized planning, creative coordination, and effective execution of church-wide communication projects. Under the leadership of the Communications Director, this role will operate Church at Viera's social media presence and related storytelling.

JOB RESPONSIBILITIES

- Operate social media and execute strategy across all Church at Viera accounts and ministry areas, including planning, content creation, scheduling, posting, comment moderation, community engagement, and rapid response to time-sensitive needs.
- Manage the social media content calendar so that all posts align with CAV's mission, voice, and branding guidelines and support key church initiatives, series, and events.
- Upload audio & video versions of weekly sermons to YouTube and Subsplash.
- Work collaboratively with ministry leaders to proactively gather stories, testimonies, and updates that highlight life-change and ministry impact for use on social media and other digital platforms.
- Coordinate communication projects from concept to completion (series campaigns, events, initiatives), defining scopes, timelines, deliverables, and success metrics, and ensuring all ministry teams stay informed and on schedule.
- Maintain project management systems (e.g., intake forms, task boards, timelines) to organize communication workflows, prioritize requests, and meet deadlines.
- Serve as a liaison between ministry departments, the Communications Director, and creative team members (graphics, video, web) to translate ministry needs into clear communication plans and deliverables.
- Prepare and organize communication materials for church-wide channels including digital, print, signage, web, and in-service elements, ensuring consistency of message and design.
- Assist in writing, proofreading, and editing copy for social media, website, email, and other communication channels, maintaining theological clarity and a tone that reflects CAV's culture.
- Track performance analytics and engagement metrics for social media and other digital content, providing regular reports and data-driven recommendations to the Communications Director.
- Support weekend services and events through digital communications, signage, and storytelling coordination, including pre-event promotion and post-event recaps on social media.
- Recruit, train, and coordinate volunteers and ministry partners who assist with social media content capture (photo/video), live posting, and basic content production.

EDUCATION

- High School Diploma required
- Bachelor's degree in communications, marketing, or related field preferred

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EXPERIENCE		
• Experience in a church or ministry preferred • Managing organizational social media platforms (Instagram, Facebook, YouTube, TikTok, etc.) • Familiarity with content scheduling and analytics tools • Project coordination, marketing, or communications preferred • Working knowledge of graphic and web design tools including AI (Canva, Adobe Creative Suite a plus, Opus Clips)		
SKILLS		
• A vital and growing personal faith in Jesus Christ • Align with the vision, mission, and values of Church at Viera • Excellent organizational and project management skills • Strong creative instinct and understanding of digital storytelling • Proficiency with digital and social media technology • Ability to manage multiple projects simultaneously with attention to detail • Proactive self-starter with a problem-solving mindset while maintaining good working relationships • Effective communication skills (phone, written, and in person) across ministries		
EXPECTED HOURS OF WORK		
Schedule Expectations: Sunday – Thursday. Hours may vary based on church needs and may include working full weekends.		
CAV hosts several large events (All Hands on Deck) throughout the year. These events are mandatory for all staff.		
STAFF VALUES		
1. Gospel First 2. Jesus Perspective 3. Contagious Passion 4. Be Authentic 5. Willing Sacrifice 6. Believe Best 7. Take Ricks 8. Equip Leaders 9. Extreme Ownership 10. Compassionate Conviction 11. Bring Joy 12. Be Unified		