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**Position Title:** Communication Arts Coordinator

**Hours/week:** 40+ (Full-time)

**Reports To:** Senior Creative Director

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**PRIMARY RESPONSIBILITIES:**

1. Serve as a key part of the CommArts team, providing administrative support as we tell stories, promote events and celebrate the way God is moving through the Woodmen community
2. Manage various projects to ensure that they are completed on time and on budget, with excellent results
3. Operate a variety of in-house printing, folding and cutting equipment to produce printed projects
4. Coordinate with printers and other vendors to purchase printed materials and supplies
5. Design and layout a variety of printed materials, such as bulletins, signs, booklets, invite cards, etc.
6. Serve as part of the team coordinating website and social media content
7. Administer department budget
8. Serve as a key liaison with Woodmen's ministry teams, setting guidelines, providing coaching and support and empowering them to achieve great communications results
9. Write and edit promotional copy for a variety of events and programs
10. Become proficient in the church's scheduling, record keeping and project management systems
11. Champion a culture of innovation, integrity and strategic thinking that aligns with the team's goals
12. Attend regular team meetings
13. Other duties as assigned

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**SKILL/ABILITY/KNOWLEDGE REQUIREMENTS**

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance
2. A member of Woodmen who supports the church vision and values, adheres to the church's doctrine, practice and governance, and contributes time and tithes
3. Two or more years of related experience in a communications, project management or administrative role
4. Proven ability to consistently meet deadlines, take initiative, multi-task and remain flexible
5. Skilled in MS Word and Excel with some experience in database systems
6. Basic knowledge of Adobe creative suite, including photoshop and illustrator
7. College degree in a related field
8. Able to thrive in a fast-paced, team setting, using systems and workflows that maximize team productivity
9. Strong verbal and written communication skills, including ability to accurately proofread copy
10. Highly organized and attentive to details
11. Ability to build constructive relationships and work well with diverse people and teams