



Mission

The Communications Coordinator's mission is to inform and energize Mayfield Church's congregation and the surrounding communities.

Responsibilities

- Identify software and redesign the church's newsletter.
- Create engaging text, image, and video content to improve the Church's web presence.
- Design and develop material for funerals and baptisms.
- Make seasonal materials for holidays and events.
- Create and assemble the weekly video, "This Week at Mayfield Church."
- Maintain and identify improvements to build our social media followers on Facebook, Instagram and Twitter.

Skills and Experience

- Organizational skills and ability to multi-task.
- Passion for communications that enhances the mission of making disciples of Jesus Christ for the transformation of the world.
- Excellent oral and written communication.
- Shows initiative and problem-solving skills.
- Flexibility to meet the needs in a fast-paced environment
- Bachelor or Associate Degree in Marketing, Communications, or Web Design.

Position Structure

This part-time position of 15-20 hours per week and reports to the office manager and pastoral staff.

Additional Information

- Weekly video requires a Friday or Saturday workday.
- Must pass a background check.
- Complies with all guidelines and policies of the Mayfield Church personnel manual.

Email cover letter and resume to info@MayfieldChurch.org