

INDIANA-MICHIGAN MENNONITE CONFERENCE  
**Communications Coordinator (part-time)**  
Job Description

- I. Title – Communications Coordinator
- II. Job function – To strategize and implement the communication activities of IN-MI Mennonite Conference as part of a staff team working to cultivate a missional imagination in every congregation.
- III. Appointment – By the conference administrator in consultation with the Administrative Team and Missional Leadership Team.
- IV. Accountability – To the conference administrator.
- V. Responsibilities and performance objectives
  - A. Coordinate news, information and promotional material
    1. Plan content for, edit and design Gospel Evangel, a bimonthly newsletter for the conference's congregations; assign articles to freelance writers or write articles as needed.
    2. Edit weLink, a monthly e-newsletter for pastors, delegates, congregational contact people and others in the church.
    3. Plan content for, edit and design Missional Seeds, a quarterly newsletter for members of the conference's giving club.
    4. Serve as managing editor for the conference website.
      - a. Update changing information on all levels of site.
      - b. Monitor site for outdated information and expired links.
      - c. Coordinate periodic redesign
    5. Coordinate creation of logos, promotional materials and displays for the conference's annual delegate gatherings.
    6. Report on conference's annual delegate gatherings and other leadership meetings as needed. Reporting does not include taking minutes at meetings or other administrative recording work.
    7. Edit Events & Announcements, a twice-monthly e-newsletter of church- and conference-wide announcements and upcoming events.
  - B. Administrative duties
    1. Coordinate effective distribution systems in consultation with the conference administrator.
    2. Periodically review communications mailing lists.
  - C. Accountability and personal growth
    1. Maintain a personal growth and development plan that nourishes body, soul and spirit.
    2. Nurture staff team relationships through open, honest communication.
    3. Meet regularly with the conference administrator for supervision.
    4. Participate in a yearly work evaluation with the conference administrator.

VI. Skills/qualifications

1. Possessing personal Christian faith and active in a local Mennonite congregation.
2. Acquainted with IN-MI Mennonite Conference and Mennonite Church USA.
3. Excellent grammar, writing and editing skills.
4. Interprets and organizes data in a way that is easy for a lay audience to grasp.
5. Strong graphic design skills; proficient in desktop publishing software (Adobe InDesign, Photoshop in a PC environment).
6. Understanding of Microsoft Word and Excel, or similar word and data processing programs.
7. Experience in web content management, including knowledge of WordPress. Familiarity with basic HTML and CSS helpful.
8. Photography skills helpful.
9. Ability to prepare files for professional printing.
10. Ability to work with a team.
11. Bachelor's degree strongly preferred.

7/30/2014