



Web and Content Coordinator | Full Time | Non-Exempt

Position Objective

Develop and implement design and marketing solutions for worship services, special events, ministry departments, and more through digital communication channels.

Experience and Knowledge Required

- 2–3 years of experience in website management, digital communications, copywriting, or related communications work preferred
- Proficient in website management platforms including Wordpress, Cornerstone and Squarespace
- Experience creating and managing email campaigns; Mailchimp experience preferred
- Knowledge of digital communication strategies, audience engagement, and campaign organization
- Understanding of layouts, graphic fundamentals, typography, and visual communication principles
- Experience with graphics software such as Photoshop, Illustrator, InDesign is required
- Strong verbal and written communication skills
- Ability to collaborate effectively with creative professionals, vendors, and ministry teams
- Able to manage multiple projects and deadlines while maintaining attention to detail

Key Functions and Responsibilities

- Update and maintain the church website and app, ensuring content is fresh, engaging and aligned with Chapel events and initiatives
- Support digital communication tools, ensuring they are effective and user-friendly
- Write and edit copy for various projects to ensure clear, compelling and aligned with theChapel's voice
- Manage theChapel App on theStudio C and subsplash platforms, including messaging, audience targeting, campaigns, and engagement tracking
- Create and manage email communication campaigns to support ministry initiatives and church-wide communications
- Design and improve digital workflows that support ministry communication and operational effectiveness

Lead Responsibility and/or Support to Other Ministries

- Maintain a service-oriented communication and workflow that allows our staff to request work via web form
- Ensure timely completion and follow-through on communication and digital support requests
- Design and update digital workflows for all ministries of theChapel

Personal Attributes:

- Love for God
- Love for people
- Pursues excellence that honors God and inspires people
- Enjoyable to be with, and devoted to the call of God and the Church
- Displays a high-level of hospitality, and a service-oriented attitude
- Actively participates in the life of the church including community involvement
- Supports the church through regular tithe and offerings
- Work ethic to get the job done on time

Success Metrics:

- Projects are completed on-time with excellence
- Work is completed within the provided budget
- Quality of work is top-notch and compelling for viewers
- Positive feedback and satisfaction from ministries regarding completed projects
- Able to maintain an upbeat and positive tone under heavy workload
- Create collaboratively and maintain good relations with other team members
- Growth in engagement and effectiveness across email campaigns and digital communication platforms
- Website, app, and communication platforms remain updated, organized, mobile friendly and easy to navigate
- Supports ministries in reaching audiences effectively through targeted digital communication strategies
- Content is clear, compelling, visually engaging, and aligned with the Chapel's voice and mission