



**JOB TITLE:** Communications Coordinator  
**SUPERVISOR:** Operations Director of Love INC Brevard  
**TIME COMMITMENT:** 28 hours/week  
**REVISED:** 10/12/20

**MINISTRY:**

- Understand the Love INC ministry model.
- Has a heart to pray with, teach, equip, and encourage the church to unite in purpose and service to the community in transformational ways.
- Has a heart and passion for the Love INC mission and vision.
- Has a heart to see transformation in the lives of team members and clients.

**LOVE INC CULTURE:**

- A commitment to Love INC's mission, vision, core values, and statements of scripture and service.
- A commitment to excellence in all areas of responsibility.
- A commitment to confidentiality in all matters.
- A commitment to servant leadership.

**SPIRITUAL REQUIREMENTS:**

- Agreement with the Apostles' Creed with a commitment to the Church and its mandate to serve the poor and needy as an agent of transformation.
- Abides by the Peacemaker Process and demonstrates understanding and effectively applies it to appropriate situations.
- Exhibit the life of integrity and maturity in relationship with Christ and fellow believers.

**ESSENTIAL FUNCTIONS:**

- Design, distribute, proofread and track all external communications and marketing promotions using both online and offline media such as print, radio, and TV.
- Act as Love INC's sole source for posting on Facebook / Instagram / LinkedIn /Twitter and mass emails for Love INC and Village Thrift.
- Edit all official Love INC publications for grammar, clarity, accuracy, consistency and compliance with grant conditions and IRS requirements.
- Maintain consistency in themes, language and graphics throughout Love INC external communications, publications and online presence.
- Website maintenance/enhancements for both Love INC and Village Thrift, including Vanco online giving platform.
- Help to develop online fundraising strategies.
- Attend all major Love INC events including community service projects, fundraisers, appreciation events, annual gatherings, etc.
- Serve as the organization's videographer, photographer, event chronicler and historian.
- Participate as a member of the Love INC executive team.
- Work primarily at the Love INC office, not remotely.

**REQUIRED TRAINING:**

- Complete *Redemptive Compassion*® 8-week Study.
- Complete annual Missional Integrity Key Indicators and Affiliate Key Performance Indicators self-assessments and seek to adhere to the missional integrity indicators and excel in the performance indicators.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIREMENTS:**

- Bachelor's degree in communications, marketing, journalism or related field
- Proficiency in Microsoft Office, Google Mail/Calendars, and database programs.
- Familiarity with Mail Chimp and/or Constant Contact
- Basic proficiency in WordPress
- Proficiency with social media platforms including Facebook, Instagram, Twitter, Facebook Marketplace, Facebook Live and website optimization techniques.
- Excellent interpersonal and communication skills, including the ability to network.
- Function as a self-starter with initiative to carry out projects and assignments according to standard operating procedures with minimal supervision and direction.
- Ability to thrive in a flexible, fast-paced, and missional growth environment while maintaining a professional, positive attitude.
- Effective at working under pressure and meeting tight deadlines.