



Communication Project Coordinator

Full-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for providing project management support for the Communication Team and coordination of church-wide promotion campaigns and distribution channels.

DEPARTMENT

Gather Ministry

REPORTS TO

Communication Minister

TEAM

Communication

DIRECT REPORTS

None

WORK WEEK

Monday - Friday

HOURS PER WEEK

40+

FLSA

Exempt

JOB CLASS

Professional

MINISTER DESIGNATION

No

DRIVING REQUIRED

No

PRIMARY DUTIES AND RESPONSIBILITIES

1. Coordinates with ministry teams and compiles content for design, video and promotion. Ensures alignment with assigned established promotion guidelines.
2. Writes, edits, and disseminates church-wide and ministry specific communications through designated publishing channels including weekend services stage announcements, E-news and SMS.
3. Maintains and builds all projects into Asana and Promotion Calendar for project workflow.
4. Plans and coordinates timeline for promotions of events and campaigns with ministry teams.
5. Assists with project coordination for Sermon Series promotion.
6. Proofreads and edits stories, web pages, and publications. Ensures accuracy of content and alignment with Mission, Vision, and Values throughout all channels of communication.
7. Provides and schedules project management of church-wide promotion campaigns.
8. Writes and edits website content to improve search engine optimization.
9. Attends assigned staff meetings, trainings, and events; solicits and relays information, participates in problem solving, and provides recommendations for policy changes and program development.
10. Other duties and responsibilities as assigned.

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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university in Communications, Public Relations or related field.
2. Two (2) years of experience in project management, professional writing, promotional marketing, public relations, or related field.
3. Experience can be substituted for education.

KNOWLEDGE AND ABILITIES

1. Knowledge of project management principles, practices, techniques, and methodologies.
2. Knowledge of marketing and promotional tools, strategies, and techniques.
3. Knowledge of basic mathematical principles.
4. Knowledge of modern Adobe Suite, Asana, report preparation.
5. Knowledge of computer and software office suites such as Microsoft Office (Outlook, Word, Excel, PowerPoint) and Apple computer platform.
6. Ability to write, compose, edit, and proofread literary material.
7. Ability to collaborate across departments and with all levels of management.
8. Ability to estimate, plan, track, control costs, and provide status reporting.
9. Ability to lead a group to accomplish a common goal.
10. Ability to multitask, organize, and work independently with exceptional attention to detail.
11. Ability to implement diplomacy and discretion at all times.
12. Ability to communicate clearly and effectively through both verbal and written means.
13. Ability to establish and maintain effective working relationships with staff.
14. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

CREATED: AUGUST 2025