

GyMEA Baptist Church Position Description

PD26 Communication Coordinator

Overview:

This is a part-time role (0.3 FTE) whose primary aim is to coordinate simple, consistent, and creative messaging about the mission and ministry of GyMEA Baptist Church.

The Communication Coordinator reports to the Senior Pastor.

Primary Responsibilities

- Coordinate the preparation and publication of weekly communication deliverables including: the e-news bulletin, pre-service slides, in-service announcement slides, Life Group resources, the GBC Sermon and Big Ill podcasts.
 - NOTE: The content for these deliverables is not the responsibility of the Communication Coordinator.
- Curate our social media presence with at least three posts a week, highlighting the mission and ministry of GBC.
- Supervise the creation and delivery of graphic design assets for sermon series, annual themes, and other special events as required.
- Oversee special projects (e.g., the annual report, partnership newsletters, signage).
- Maintain the use of our current brand guide in all communication.
- Keep the website and other communication channels up-to-date.
- Prepare, oversee and disburse the Communication budget.
- Manage and regularly review the various communication subscriptions the church holds (e.g., podcast platforms, graphic design programs).
- Prepare quarterly reports of communication activity and engagement.
- Input on the wider communication strategy of GBC (e.g., announcements, kids & youth ministry, May Mission Month).

Key Competencies

- Strong, proven administrative capacity.
- Familiarity with social media platforms.
- Above average competency in Microsoft 365 Office Suite.
- Good written communication skills.
- A graphic design background is preferable.

Interested applicants should send a current CV and cover letter to office@gymeabaptist.org.au by Friday May 2, 2025.