

GRACE COMMUNION INTERNATIONAL

JOB DESCRIPTION

JOB TITLE: Media Coordinator

DEPARTMENT: Media

REPORTS TO: Communications Director

SUMMARY: The Media Coordinator facilitates targeted communications for GCI Media platforms in alignment with the Communications strategy. Working in unison with the Communications Director and Denominational Leadership, the Media Coordinator leads the Media Team in maintaining alignment with the church's vision and mission with the GCI audience in mind.

ESSENTIAL FUNCTIONS:

- Develop and implement media content with the team to create and strengthen connections with GCI members, affiliates, and stakeholders, ensuring alignment with the GCI brand, budget, and vision.
- Collaborate with the Communications Director and Media Department staff to produce quality content that accurately reflects the organization, supports pastors, and promotes Healthy Church.
- Manage and support the development of print and digital materials.
- Supervise the production of corporate communications channels and media content, ensuring brand alignment.
- Coordinate the production calendar, overseeing content creation from start to finish across multiple distribution channels.
- Maintain content timelines.
- Review, edit, and update media products for relevance and accuracy.
- Oversee the maintenance and SEO of the website and online media outlets.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises a paid Media Department staff, along with a network of contracted writers and content developers

QUALIFICATIONS:

REQUIRED:

- Membership in a GCI church is required
- Bachelor's Degree in Marketing, Communications, Business Administration, or a related field, or 3+ years of experience in nonprofit communications, implementing communications strategies.
- A clear understanding of Incarnational Trinitarian Theology and a passion to fulfill GCI's vision.
- Proven experience producing digital content.
- Awareness and sensitivity to the international culture of GCI.
- Experience working in and building high-functioning teams.
- Oral and written communication skills.
- Strong decision-making skills and aptitude for creativity and innovation.

PREFERRED:

- 5+ years demonstrated excellence in content creation or editing, including online publishing.
- An ordained elder in Grace Communion International.
- Core classes on Incarnational Trinitarian Theology from Grace Communion Seminary.

COMPETENCIES:

- **Team Builder:** Recruit and manage a collaborative network; Building effective working relationships, and clearly establishing deadlines and scope of projects.
- **Creative:** innovative, problem solver, and finds ways to improve the status quo.
- **Life-long learner:** can take direction and feedback well; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Seasoned:** knows and loves GCI; no question on understanding our organization's method or philosophy.
- **Project Management:** Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Visionary Leadership:** Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Full-time employment on site in Charlotte, North Carolina
- Occasionally required to travel
- Frequently required to sit, stand, walk, talk and hear
- Frequently required to utilize hand and finger dexterity
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry up to 50 pounds

COMPENSATION INFORMATION:

- Base salary range: \$56,000 - \$68,000.
- Benefits include, but are not limited to, vacation, sick leave, paid holidays, life insurance, health insurance, dental insurance, long-term disability insurance, 403(b) defined contribution plan with up to 5% match, among others.
- Relocation costs may apply.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.