

Marketing & Communications Coordinator

Full-time/Part-time

Big Valley Grace is a Christ-centered church that worships every weekend in multi-generational gatherings, connects in authentic community, grows in obedience to God's Word, serves others with our God-given talents, and reaches our local & global communities with the love of Jesus.

THE POSITION

BVGCC is seeking a detail-oriented and autonomous Marketing & Communications Coordinator to join our team. The successful candidate will have strong computer skills, enjoy a fast-paced work environment, and be able to receive and prioritize projects constantly, handle multiple projects simultaneously, and meet deadlines. The effectual applicant will be a team player, highly teachable, have a strong work ethic, be positive and quality oriented.

Reporting to the MarComm Manager, the MarComm Coordinator's responsibilities will include:

- Receiving internal requests for events, promotion and web needs; obtaining missing information; and disseminating pertinent information to team members and other departments via appropriate platforms
- Overseeing department workflow and calendar
- Preparing and laying out copy for printed materials
- Programming content for electronic sign
- Providing web, graphic design, social media, and mass email support, as needed
- Tracking and reporting various analytic data, on a weekly basis
- Interfacing with volunteers and contract personnel (designers, photographers, videographers, etc.)
- Providing administrative support to MarComm Manager, as needed
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Minimum of one year experience in a professional work environment
- Coursework in a marketing-related field or related work experience.
- Mac proficient
- Grammar guru; high proficiency with proofreading and wordsmithing
- Familiarity with WordPress, Adobe Photoshop, Illustrator, and InDesign
- Excellent written and verbal communication skills; strong interpersonal skills

OTHER GENERAL EXPECTATIONS

- BVGCC membership and personal relationship with Christ; modeling of biblical priorities
- Exhibit professionalism, strong work ethic, and composure in a variety of circumstances
- Adherence to the guidelines and conditions for employment, per the Employee Handbook

APPLICATION PROCEDURES

Screening for this position will begin immediately. Applicants should visit bvg.org/employment and e-mail the following items to WendyJ@bvg.org:

- Completed employment application
- Cover letter
- Resume
- Completed Administrative Job Skills Survey

Applicants should also complete the Culture Index Survey found at bvg.org/employment but should *not* upload resume there.

For further information, please contact Wendy Jones at (209) 577-1604 ext. 393.

Applicants may be subject to background check, credit check, and/or reference check.