

JOB POSTING**ROCKHARBOR Church**
Communications Coordinator**About Rockharbor**

Rockharbor is a non-denominational, multi-campus church with campuses in Costa Mesa and Mission Viejo, CA. Our mission is to, “Build communities to reach every community.” Through our 20+ years as a church, we have always strived to be a church where people are encouraged to follow Jesus, become like Jesus and do what Jesus does. Because of this, we focus strongly on evangelism, biblical community, equipping others, pursuing justice and multiplication.

About RH’s Communications Team

The RH Communications Team, which includes social media, graphic design, photography, storytelling, and video, leads RH communities and those within RH’s sphere of influence by sharing and inspiring people into the main storylines of God’s movement through RH. Communications also has oversight of the RH brand, shares information, and provides resources to support RH’s campuses and ministries.

About the position

The Communications Coordinator is responsible to organize and maintain streamlined processes within the Communications department to effectively serve our staff and community. This position is a part-time [20 hours/week] non-exempt hourly position. We would like the hire to start quickly. This position reports to Gavin Lamming, our Communications and Weekend Services Manager, and will work in collaboration with the entire communications team. Staff members are expected to adhere to RH’s leadership guidelines [which can be provided upon request].

RH All-Staff Requirements

- Attendance at weekly staff meetings
- Intentional time spent weekly in prayer for RH ministry
- Adherence to all leadership and employee guidelines as outlined in the employee Handbook
- RH endeavors to conduct developmental reviews on an annual basis on the anniversary of employment

How to apply [please read carefully, incomplete applicants will not be considered]

If you are interested in the position, please do the following:

1. Review the attached job description in detail, ensuring you meet the minimum qualifications.
2. Submit a COVER LETTER and RESUME to Corrine Smith at jobs@rockharbor.org
3. Once your application has been received, you may be contacted for a phone or in-person interview. Due to the high volume of applicants, please allow us time to review your resume before contacting us on the status of your application.
4. If your application is disqualified, you will be notified via email.

ROCKHARBOR Church

Communications Coordinator

Primary purpose of position:

To organize and maintain streamlined processes within the Communications department to effectively serve our staff and community.

Project Management

- Maintenance of the Communications project management calendar and team scheduling
- Act as the liaison between the Communications team and staff as well as all outside print vendors
- Create, maintain, and update all church communications calendar
- Update information on Rockharbor mobile app including sermon titles, scripture passages, song lyrics, announcements, and involvement
- Communicate with graphic designer on weekly slides and banners for digital services
- Organize invoices and receipts for monthly team credit card statements

Qualifications

- Intimate and growing personal relationship with Jesus Christ
- Willingness to attend RH and become an active part of our community
- Proficient in Project Management platforms (Asana, Monday, Trello, Basecamp, or other)
- Proficient in Microsoft Word, Excel, and Powerpoint
- Critical thinker and problem-solving skills
- Good time-management skills
- Team player