



Project Coordinator: Communications

JOB DESCRIPTION

Job Summary

The Project Coordinator (full-time) will work with the Director and other ministry leaders to maintain a smoothly running department. As might be expected, this role needs to feel very comfortable with technology, since there will be need to step into a variety of platforms. The ideal candidate will be organized, able to take initiative, savvy with vendors, comfortable reminding ministry leaders to submit content, with an eye for brand consistency and an ear for written tone. Social media savvy a plus!

Department: Communications (Comm Team)

Reports to: Director of Communications

Works with: Digital Media Specialist, ministry leaders, contractors, vendors

Responsibilities / Duties

- **Project Coordination**
 - Field requests from ministries, input into project management software, and assign to the corresponding team member(s) with deadlines.
 - Request, remind, review content from ministries and staff to maintain timely execution.
 - Review graphics, content, etc, to ensure brand consistency, grammatical style (AP), and accuracy.
 - Store finished collateral online for team's access in the future.
- **Print Coordination**
 - Assist with the production of weekly bulletins — lay out final ad pages, get file print-ready (in-house).
 - Work with outside printers for producing special print items like posters, signs, booklets, bulletins, mailers, etc. Review multiple bids for best use of funds.

- Manage paper supplies (including letterhead stationary) to ensure successful in-house printing.
- Work with Comms Coordinator to pass off pdf version of the bulletins for display on the website.
- **Finances**
 - Coordinate with ministries to keep track of purchase codes for event promotion pieces to ensure correct budgeting.
 - Work with Director to submit purchase orders and reimbursements for departmental expenses.
 - Manage invoices from contractors and vendors to ensure timely payment.
 - Collaborate with Finance Department for monthly budget reports, alert Director to any discrepancies.
- **Data Integrity**
 - Help team maintain well-organized cloud-based comprehensive file structure, making it easy to manage the contributions of contractors (photos, videos, design files).
 - Collaborate with Team and other ministry leaders inside project management software to keep up with projects as needed.
 - Assist with ministries to identify data points for targeting mass communication. (Director will help define, but must be able to assist ministries if they get stuck.)
- **Other Admin Duties**
 - Create, edit, and order business cards.
 - Create and print nameplates for office placards.
 - Train staff on printer and cutter (around larger print jobs), as needed.

Skills Required

- Familiar with Adobe InDesign, Illustrator, Photoshop
- Able to learn Fiery (printer software)
- Microsoft Office, including Teams

Hours

In-person Monday, Tuesday, Thursday.

Remote work available for Wednesday, Friday.

To Apply

Interested candidates should email their resume to: mfoster@incarnation.org

