

## COMMUNICATIONS COORDINATOR FOR ARIZONA CHRISTIAN EDUCATION COALITION

### **Responsibilities for Communications Coordinator**

The Communications Coordinator position works closely with the Arizona Christian Education Coalition (AZCEC) Board of Directors and lobbyist. The coordinator will be responsible for communications to AZCEC member schools, organizations, and the broader community. S(he) will establish close working relationships with donors, volunteers, and staff. Specific duties will include the following:

- Work with the lobbyist to write communication pieces.
- Design newsletters and public relations materials.
- Implementing and maintaining the organization's website and social media sites.
- Provide support to the lobbyist and Board leadership for communication and support their development and implementation. Prepare ongoing campaign updates, including numerical analysis of campaign progress on an ongoing basis, for management, the Board of Directors, and volunteer committees.
- Plan, organize, and establish objectives and goals for projects and work assigned.
- Perform other related duties as assigned.

### **Candidate Qualifications**

#### *Character*

- A self-starter and detail-oriented person with a strong work ethic that is marked by enthusiasm, patience, drive, and follow-through.
- A collaborator who has the ability to organize and follow through a communications plan.

#### *Experience*

- Background in professional writing and editing.
- Experience in Marketing/Public Relations.

#### *Skills and Knowledge*

- Verbal and written communication abilities that allow him or her to communicate with a variety of people, write newsletters, blogs, and other communications on behalf of the organization.
- Background or exposure to Christian K-12 education is a plus.

### **The Job Functions**

#### **Knowledge, Skills & Experience (Essential)**

- College graduate or equivalent.
- Superior listening and communications skills.

- Strong internet research skills.
- Proficiency with all MS Office products (including Excel and PowerPoint), Publisher, with ability to learn new software as needed.
- Ability to meet deadlines.
- Ability to coordinate and execute projects with minimal supervision.
- Ability to speak, read and comprehend instructions, short correspondence, and policy documents.

### **Knowledge, Skills & Experience (Desirable)**

- Familiarity with web design.
- Strong Social Media background.

Job Type: Part-time (10-15 hours per week)

Compensation: \$22 -\$25 per hour

AZCEC is a religious 501(c)4 organization created for the purpose of promoting social welfare and devoted to charitable, educational, and religious purposes. All employees of AZCEC must attest and agree with the Statement of Faith and pledge to adhere firmly to it in matters of religious faith and personal conduct.