



COMMUNICATIONS COORDINATOR Job Description

Position Title: Communications Coordinator
Reports To: National Development Director
Updated: July 2011

Job Summary

The Communications Coordinator coordinates SPO's Communications Department, which is responsible for conducting communications and marketing activities that promote the mission of Saint Paul's Outreach to various audiences. In particular, with the help of the Communications Assistant, the Communications Coordinator creates and distributes communications pieces, and manages the website and other electronic communication.

This is a regular part-time position (30 hours per week), and is exempt from timecard reporting.

Essential Functions

Creation and Distribution of Communications Pieces

- Identifies and designs needed communications pieces, e.g. brochures, quarterly newsletter, event invitations/programs, etc.
- Writes and edits text for these pieces.
- Ensures that these pieces are appropriately distributed.

Time: 40%

Website and Electronic Communication

- Coordinates design, content, and updating of SPO website.
- Backup Webmaster for SPO website (Communications Assistant is Webmaster).
- Ensures branch websites are up to date.
- Coordinates utilization of social media tools and other electronic communication, e.g. Facebook, Twitter, email blasts, etc.
- Manages SPO staff email accounts.

Time: 35%

Planning and Collaboration

- Researches, creates, and executes a comprehensive plan for the organization's marketing and communications, in cooperation with other departments and local branches.
- Supervises the Communications Assistant, coordinates the work of communications volunteers and vendors, and liaises with communications contacts in the branches.
- Engages SPO board as needed regarding communications.

Time: 25%

Marginal Functions of Position

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Raise personal support. Copying, faxing, emailing, phone calls, filing, reporting, etc. Attending supervisory meetings and department meetings as requested. Other duties as assigned.

Organizational Relationships

Peers: Executive Secretary, Annual Fund Coordinator, Program Administrator, Financial Assistant, and Financial Manager.

Supervision of: Communications Assistant (direct supervision), *ad hoc* supervision of others working on communications projects, including volunteers.

Internal and External Contacts

Internal: Branch staff: Frequently to communicate information.
Other National Office staff: Frequently to communicate information and to collaborate on projects.
Board Members: Occasionally to communicate information.

External: Vendors: Frequently, especially regarding printing and mailing materials.
Volunteers: Occasionally to collaborate on projects.

Qualifications

Minimum Education Requirements: Bachelor's degree in communications/ marketing or related field or a combination of education and experience providing equivalent knowledge.

Experience Requirements: Significant work or volunteer experience in communications/ marketing or related field. Experience working with Adobe Creative Suite products or similar, to create newsletters, brochures, and other print media. Experience designing and maintaining a website is preferred. Prior experience with SPO is preferred.

Additional Skill Requirements: Must demonstrate strong skills in the following areas: written and verbal communication, aesthetically pleasing graphic design, editing, ability to work independently, is self directed, able to prioritize and work on multiple projects simultaneously, time management, ability to see the big picture as well as detail minded, teamwork, problem solving, dependability, and organization. A working knowledge of design software, WordPress Platform, Microsoft Office, and web design/ maintenance is also required. Ability to read, write, and speak English fluently is essential. Enthusiastically supportive of SPO's mission and values.

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