

Communications Coordinator — Part Time

Location: Eagle, Idaho

Hours: 22–25 hours per week

Compensation: TBD

About the Role

We're looking for an organized, collaborative Communications Coordinator to plan and coordinate how our church shares information. This person will work with ministry leaders to identify communication needs, establish timelines, and ensure upcoming events and ministry opportunities have a clear communications plan.

The coordinator will partner closely with our Lead Graphic Designer, who handles graphic design. This position focuses on planning, gathering information, and coordinating projects; it does not include creating graphics.

The position may grow toward full-time employment as ministry needs and funding allow.

What You'll Do

- Maintain a church communications calendar covering ministry priorities, events, and Sunday announcements.
- Meet with ministry leaders to gather event details, understand their goals, and identify communication needs.
- Develop promotion plans that outline the audience, key information, communication channels, and deadlines.
- Coordinate design requests with the Lead Graphic Designer, providing complete information, clear priorities, and realistic timelines.
- Track project progress, gather feedback, and coordinate approvals with the appropriate ministry leaders.
- Plan when information should appear in church emails, on the website, on social media, and in Sunday announcements.
- Coordinate the handoff of approved materials to the staff or volunteers responsible for publishing and presentation.
- Help ministry leaders plan ahead and keep communication requests organized.
- Review completed communication efforts and recommend improvements to the planning process.

What You'll Bring

- Strong planning, organization, and follow-through.
- Clear communication skills and careful attention to detail.
- The ability to manage timelines and coordinate multiple projects.
- A collaborative approach to working with ministry leaders, creative staff, and volunteers.
- Comfort using shared calendars and project management tools.
- Commitment to the church's mission, values, and ministry culture.
- Relevant experience in communications planning, project coordination, administration, or ministry support. Graphic design experience is not required.

Typical Schedule (Suggested)

Approximately six hours on Sundays, eight hours on Tuesdays, and eight hours on Thursdays, with up to three additional hours for agreed priorities or seasonal needs. Time will focus on ministry coordination, planning meetings, project follow-up, scheduling, and preparation for upcoming services and events.

To Apply

Please submit your résumé and a brief introduction describing your experience coordinating projects, managing schedules, or supporting ministry communications.