



Job Title: Communications Coordinator

Reports To: Worship Pastor

Category of Employment: Part-time, Administrative

Payroll Status: Hourly, Non-Exempt

JOB SUMMARY

The Communications Coordinator leads and executes Northridge’s communication strategy by overseeing day-to-day marketing, digital communications, social media, and creative workflows. This role helps maintain brand consistency across print, digital, and social platforms while supporting ministry initiatives through clear, engaging, and effective communication. The Communications Coordinator collaborates closely with ministry teams and production staff to ensure high-quality communication that advances Northridge’s mission and supports church-wide goals.

ESSENTIAL RESPONSIBILITIES

Strategic Communication Leadership

- Coordinates the execution of church-wide marketing and communication plans.
- Create and monitor communication workflows for ministry initiatives.
- Track communication metrics to support data-informed decision-making.
- Collaborate with leadership to implement communication priorities effectively.
- Provide strategic communication insight to support broader ministry goals.

Content Creation and Digital Oversight

- Oversee graphic design requests and communication deliverables across ministry areas.
- Lead the creation and execution of sermon series graphics, promotional assets, and supporting content.
- Maintain and optimize the Northridge website to ensure clear, current, and effective communication.
- Develop, schedule, and oversee social media strategy across digital platforms.
- Oversee the planning, creation, and weekly execution of “The Weekly” email newsletter to ensure timely, strategic, and engaging communication with the church body.
- Manage communication calendars and content distribution schedules.

Production and Worship Support

- Create and oversee presentation slides and worship service content through ProPresenter.
- Ensure communication and production assets are executed with excellence.
- Recruit, train, and support photography and video volunteers or contractors as needed.

Team Collaboration and Ministry Support

- Partner with ministry teams to execute communication strategies and promotional campaigns.
- Identify and implement opportunities for stronger digital ministry engagement.
- Support ministry leaders by providing communication resources and project coordination.

Digital Innovation and Growth

- Identify and implement new communication strategies that help people engage with Northridge and grow in their faith.
- Continuously evaluate and improve digital communication systems for effectiveness and efficiency.
- Support digital initiatives that expand ministry reach and engagement.

WHAT SUCCESS LOOKS LIKE

- Northridge communication remains clear, professional, and brand-consistent.
- Social media, website, and digital platforms are updated regularly and strategically.
- Ministry teams are supported effectively through organized communication systems.
- Sunday worship and church-wide communication assets are prepared and executed with excellence.
- Communication systems are scalable, organized, and sustainable.
- The Communications Coordinator consistently demonstrates leadership, initiative, creativity, and strong follow-through.

GENERAL STAFF EXPECTATIONS

- Models Northridge Staff Values and adheres to the Employee Handbook.
- Demonstrates strong organizational, communication, leadership, and creative skills.
- Actively participates in staff meetings, trainings, and church-wide events.
- Supports and advances the mission and vision of Northridge Christian Church.
- Performs additional duties as assigned to support ministry effectiveness.

HOW TO APPLY

Interested candidates should submit the following materials:

- Resume outlining relevant experience, skills, and education.
- Portfolio with samples of digital, print, social media, or video work (links or attachments accepted).

- At least two professional references.

Optional but encouraged:

A brief statement (300 words or less) answering:

“Why do you want to serve in ministry communications, and how do you see this role helping people take their next step closer to Jesus?”

Application Deadline: 6/30/26

Submit Applications To: Kristin Meier at kristinm@northridge.online and Will Elmore at wille@northridge.online.