



INDEPENDENT
PRESBYTERIAN CHURCH

Communications and Events Coordinator

Reports to: Director of Communications
Status: Full-time, Non-Exempt

To apply, please send resume and cover letter to:
Lindsay Jones, IPC Director of Communications, at ljones@ipc-usa.org.

About This Role

The Communications and Events Coordinator will be responsible for developing and implementing effective communication strategies and organizing church events. This role will involve developing content for IPC's digital and print communications including social media, coordinating events that foster our family of faith, and working closely with church leadership and volunteers to ensure seamless execution of initiatives.

Primary Responsibilities and Tasks

1. **Communications:**
 - o Collaborate with the Director of Communications to accurately and effectively promote events through the weekly bulletin, social media, newsletters, posters, website updates, etc.
 - o Develop and manage content for the church's website, social media platforms, newsletters, and bulletins.
 - o Create and distribute email communications to the congregation.
 - o Design and produce promotional materials for church events and programs.
 - o Maintain and update the church's online presence, ensuring information is current and engaging.
 - o Collaborate with ministry leaders to promote their activities and events.
2. **Event Coordination:**
 - o Plan, coordinate, and execute intergenerational special events for IPC's overall ministry including community outreach programs, ministry programming, and special celebrations
 - o Manage event logistics, including venue setup, volunteer coordination, and vendor relationships.
 - o Promote events through various communication channels to maximize participation.
 - o Evaluate the success of events and identify areas for improvement.
3. **Collaboration and Administration:**
 - o Provide support for special events, including calendar reservations, publicity, registration forms, childcare, food and vehicle requests, necessary forms, and other logistics.
 - o Work closely with church leadership to align communication strategies with church goals and vision.
 - o Coordinate with volunteers and provide training and support as needed.
 - o Attend staff meetings and contribute to the development of church initiatives.
 - o Coordinate with the church's calendar and ensure all events are well-organized and publicized.

- Demonstrate a commitment to stay up to date with churchwide systems to benefit the church, staff, and ministry as a whole.
- Maintain a spirit of “best practices” to help revise processes and programs as needed. Work toward building a streamlined process to make ministry work more efficiently for staff and members.

Education, Experience, and Personal Characteristics

- Desire to serve God, the church and community
- A bachelor’s degree from an accredited educational institution is required.
- 2-5 years of professional experience (preferred).
- Ability to work well as part of a team and numerous member volunteers. Excellent interpersonal skills.
- Ability to multitask and prioritize daily workload. Strong planning and time management skills.
- Experience in communications and event planning, preferably in a church or non-profit setting.
- Excellent written and verbal communication skills. (AP writing style preferred)
- Proficiency in social media management, graphic design, and content creation tools.

Your Team

This position reports to the Director of Communications. This position collaborates with all staff and has no supervising responsibilities.

Physical Demands and other information

Provide physical demands such as the following and other information as provided

- Able to walk through the facilities of the Church, Highland Hall and Site Visits at other organizations.
- Able to lift up to 30 pounds.
- Kneeling, crouching, stooping, reaching, standing, sitting, ascending and descending stairs.
- Visual acuity- close and distant vision and ability to focus with or without correction.
- Talking- expressing or exchanging ideas by means of the spoken word.
- Hearing- perceiving the nature of sounds at normal speaking levels with or without correction
- Ability to work occasional weekends when required

IPC will conduct a background, DMV, and reference check.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. This position may include other duties and responsibilities as required.

IPC is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national origin, age, disability, genetic information, veteran status, or other protected category under the laws applicable to IPC.

About Independent Presbyterian Church

Independent Presbyterian Church (IPC), located in Birmingham, Alabama, is a member of the Presbyterian Church (U.S.A.) and the Presbytery of Sheppards and Lapsley. We believe God calls us to be a Christian community, actively engaged in transforming lives through our living faith in Jesus Christ and the power of the Holy Spirit. All are welcome and invited to worship here and to discover ways to grow your faith, serve in ministry to others, and build relationships through fellowship. Learn more at ipc-usa.org.

IPC is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national origin, age, disability, genetic information, veteran status, or other protected category under the laws applicable to IPC.