



COMMUNICATIONS AND DESIGN COORDINATOR

Reports to: Executive Manager

Key Relationships: Support Team, Ministry Team, Wardens, Parish Council, church members, external providers

Ministry Strategy

Member of the Ministry Support Team contributing to execution of strategies as determined by the Ministry Team and Parish Council. Advisory/ancillary support for other ministries of others.

Communication

Assist in developing and implementing strategies for more effective communication across the church.

- Develop branding guidelines and ensure proper usage.
- Pitch content ideas for website and social media; coordinate production and publication.
- Contribute to communications strategy and promotion for major events (e.g. Figtree Community Carols, World Missions Conference, Ignite).
- Developing church online presence to achieve a higher level of visibility for FAC including ensuring the Figtree Anglican Church (FAC) website content is maintained and updated and compliant with relevant FAC policies.
- Manage website, social media platforms, including public profiles and private groups. Post content and moderate activity.
- Assist in coordination of internal communications through church service announcements, weekly email update and Facebook groups.
- Liaise with staff and congregation members to gather information, manage revisions, and produce final material.
- Manage files and media assets.

Design

Develop and create excellent artwork for church activities including sermon series, events, internal communications.

- Ensure promotion and marketing adheres to FAC brand style guides.
- Adapt for use across multiple platforms for print and digital media.

Other

- Significantly expand this portfolio to better coordinate and tell the story of FAC and FAC members.
- Support to Executive Manager and Senior Minister as required.
- Our expectation is role outcomes can best be achieved in three (3) days per week.
- The closing date for expressions of interest is Sunday 31 December.
- Our hope is an appointment will be made early in 2024.

For more information and/or apply for this role, please send an email to our Senior Minister, Robin Kinstead, at robin.kinstead@myfac.org.au. If applying for the role, please include a cover letter and a copy of your resume.