



Communications & Media Coordinator | part-time



Hillcrest Covenant Church exists to pursue new life together in Jesus. Our desire is to follow Jesus in discipleship, welcome everyone into community, and love all people through intentional outreach and service. We are active in the Kansas City area through deep partnerships with Mission Adelante, Freedom Fire Ministries, Briarwood Elementary, and other organizations. The church supports international work through many different missionaries and partners. We gather each Sunday for worship & teaching, and we meet together during the week in small community groups and serving teams. Sharing the story of God's grace and love is critical to the vision we carry. Capturing our community in words, images, and video helps us live out the mission God has placed in our hearts. Thanks for considering this role and we look forward to meeting you.





POSITION SUMMARY

Title:	Communications & Media Coordinator
Location:	Prairie Village, KS (in office)
Reports To:	Nate Powell, Lead Pastor
Updated on:	July 18, 2025
Status:	Part Time (Non-Exempt) / 20 hours/week

POSITION SUMMARY

The Communications & Media Coordinator will be responsible for overseeing all aspects of communications and digital media within Hillcrest's internal congregation and the external community. This individual will develop and implement strategies to promote the church's mission, vision, and values through various channels. The ideal candidate will have a passion for creating an inspiring and positive atmosphere that fosters involvement and supports the church's ministry and growth.

CORE VALUES

Hillcrest's Mission: To Know Christ and make Him known

Hillcrest's Vision: Pursuing new life together in Jesus

COMMUNICATIONS:

- Align messaging across all communication channels, ensuring clarity and consistency in tone, voice, look, and content.
- Collaborate with worship, ministry, and leadership teams to create engaging, relevant content that promotes church events, services, and programs.
- Oversee and expand Hillcrest's presence on social media platforms, including Facebook, Instagram, NextDoor, and others. Create and manage the social media calendar, post designs, written content, and reply to comments and questions from followers.
- Design or coordinate design of graphics, slides, signs, banners, cards, flyers, and brochures consistent with brand guidelines.
- Maintain church website with weekly content and regular updates to sermon page, Next at Hillcrest page, events page, etc.
- Design/print/place handouts/seat cards/invites/signs/sermon discussion guides, etc. for each Sunday and special situations.
- Track calendar of approved events on CCB and staff wall calendar to determine what needs to be communicated in which ways.
- Write and send mid-week all-church email (Constant Contact) with what's next at Hillcrest and targeted emails for specific events/purposes.
- Plan and implement strategies, visuals, and branding for sermon series, church seasons, conferences, celebrations, special events, staff arrivals/departures, year-end giving and other all-church efforts.
- Monitor engagement and analytics across channels to drive effective outreach and adjust strategies as needed (in development).
- Monitor info@hillcrestcov.org inbox (inquiries, Constant Contact subscribes/unsubscribes, digital deliverability issues) and reply to or forward emails as needed.
- Maintain Communications Policy and Style Guide and manage communications budget.
- Work closely with Lead Pastor and IT/Media Director on projects including photography, slide and video needs. Update Zoom slide rotation.

SUNDAY COMMUNICATIONS SUPPORT:

- Attend weekly Service Planning Meetings.
- Prepare sermon ppt, cast announcer, write and send announcement script, announcement loop slides, YouVersion Events (Bible App), other media, etc.

POSITION SUMMARY

- Set up lobby for each Sunday, balancing different ministry needs, missionary visits, seasonal décor, hi-top tables, signage, lobby displays, etc.
- Maintain Connect Wall with current printed information including next cards, connect cards, invitations, static information.

CONNECTIONS:

- Maintain current online connection card link/QR code for use on website, YouVersion events, paper connect card in seat pockets, lobby signs, website content (multiple pages).
- Print static paper connect cards for pockets and Connect Wall.
- Oversee and coordinate lobby and sanctuary reset including serve team members to refill seat pockets with connection cards, giving envelopes, pens, occasional seat drops, and clean-up.

SKILLS/APTITUDES:

- Proficient in writing, editing, graphics design, websites, project management, and coordination.
- Strong leadership skills with the ability to motivate and collaborate effectively with others.
- Highly organized, detail-oriented, and able to prioritize tasks in a fast-paced environment.
- Creative, flexible, and open to developing new ideas to reach the congregation/community.
- Proficiency in social media platforms, website management, and basic graphic design.
- Ability to work independently, manage multiple projects, and meet deadlines.
- Knowledge of church software/project management tools (Planning Center, Church Community Builder, Basecamp 4, etc.) is a plus.
- Understanding of church culture, values and a deep passion for Jesus, the mission of the Church, and connecting people to Christ through communication.
- Knowledge of graphic design software (Canva), content management tools (Microsoft Word, Excel, PowerPoint) and project management tools (Basecamp).
- Knowledge of formatting designs for print (in-house and outsourced to print vendors)
- Eye for design (print, digital, and display/interior design)
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QUALIFICATIONS:

- Bachelor's degree in Communications, Marketing, or related field (or equivalent experience)
- Three + years of experience in communications or marketing, preferably in a church or non-profit setting.

WORK ENVIRONMENT:

- This position may require attendance at services, events, and meetings.
- Some evening and weekend hours may be required.

COMPENSATION:

- Competitive hourly wage, based on experience.
- Paid time off.

To apply: Please submit your resume, a cover letter, and samples of your work (writing, graphic design, social media posts, etc.) to Nate Powell at npowell@hillcrestcov.org.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.