



COMMUNICATIONS OPERATIONS COORDINATOR

The Louisiana Conference of The United Methodist Church is pleased to announce a search for a Communications Operations Coordinator. This vital role serves as the operational engine behind the Louisiana Conference's communications and event strategy, managing the digital systems, communication workflows, and project coordination that support conferences, training, ministry events, and Annual Conference. The ideal candidate will be highly organized, proactive, detail-oriented, and comfortable managing multiple projects and deadlines, with strong communication, analytical, problem-solving, and project management skills and a passion for creating effective systems that help ministries communicate clearly, operate efficiently, and extend their impact.

Essential Functions:

- Lead communications for Conference events from planning through post event follow up by partnering with ministry leaders to establish goals, identify audiences, develop timelines, determine registration needs, and implement communication plans.
- Manage multiple events and communication projects simultaneously, maintaining timelines, anticipating challenges, monitoring progress, and keeping ministry leaders and key stakeholders informed.
- Support the planning, coordination, and execution of the Louisiana Annual Conference, the Conference's largest annual gathering.
- Develop and maintain digital tools that support Conference ministries, including event landing pages and online registration forms in WordPress and the Conference Resource Hub.
- Create and manage HubSpot email campaigns, automated workflows, and audience segmentation to deliver timely and relevant communications to key audiences.
- Coordinate email, website, and social media communications to promote Conference events and initiatives consistently, accurately, and effectively.
- Create event graphics and promotional materials using Canva or similar design tools while maintaining Conference branding and visual standards.
- Write event recaps and news stories that highlight key moments, outcomes, and ministry impact following major Conference events.
- Monitor event registration and communication engagement, identify challenges or opportunities, and adjust communication strategies as needed to improve participation and effectiveness.
- Evaluate competing communication needs, priorities, timelines, and resources; make sound day-to-day decisions and ensure communications remain aligned with Conference goals and overall communication strategies.
- Anticipate potential risks and dependencies, proactively identify solutions, and address issues that could affect event timelines, registration, participation, or communication effectiveness.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree or a minimum of four years of equivalent work experience required.
- 3-5 years of relevant experience required.
- Experience managing and updating websites using a content management system such as WordPress.



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- Experience creating and managing email campaigns, audience segmentation, and automated workflows using platforms such as HubSpot.
- Experience coordinating multiple projects, priorities, timelines, and deadlines simultaneously.
- Experience developing and managing online event registration forms and processes and using digital tools that support event planning and communications.
- Familiarity with Canva or similar design tools and the ability to create basic digital and promotional graphics while maintaining brand consistency.
- Strong organizational, written communication, problem solving, analytical, and attention to detail skills.
- Ability to anticipate challenges, manage competing priorities, and make sound decisions independently.
- Ability and willingness to learn new technologies, digital platforms, and systems quickly.

Work Environment & Requirements

- In office work required at the Baton Rouge Conference Office.
- Occasional travel is required.

To apply please visit:

<https://www.paycomonline.net/v4/ats/web.php/portal/E1CB377AF1A59C982D4A8BC33247365B/jobs/478666>

Closing Date:

09/21/2026

The Louisiana Conference of The United Methodist Church is an Equal Opportunity Employer and actively seeks and encourages applications from minorities, women, and individuals with disabilities. All offers of employment are subject to the applicant successfully completing background, reference, and other applicable checks.

No Staffing Agencies or Recruitment Firms