



Communications Coordinator

Hired by: Director of Advancement
Status: 12-Months | Part-Time Non-Exempt

Reports to: Director of Advancement
Office: Hybrid

The Communications Coordinator is responsible for curating and delivering content through various channels that inform and engages WC stakeholders. The ideal candidate can use messaging and images to reinforce WC's mission, vision, and values.

Spiritual Life

- Professes faith in Jesus Christ as LORD and Savior.
- Engages in the life and ministry of an evangelical church.
- Pursues a life of spiritual development by regularly studying scripture and prayer.
- Demonstrates the fruits of the Spirit as a byproduct of a growing faith.
- Believes and supports the school's statement of faith.
- Agrees to abide by the Lifestyle Statement.

Professional Responsibilities

- Establish an editorial calendar.
- Discover stories, expose strengths, and communicate WC's benefits, attributes, and values through collaboration with teachers, staff, and students.
- Manage communications and promotions requests from campuses and departments.
- Publish a weekly e-newsletter for school families and quarterly communication for alumni and friends.
- Create and schedule social media content.
- Create and schedule website content.
- Serve as an active member of the Advancement Team and WC community.

Qualifications and Skills

- **Education:** Marketing, communications, or related degree preferred.
- **Experience:** Must demonstrate experience writing, creating social media content, producing attractive graphics, and learning various web-based platforms.
- **Skills:**
 - **Self-Starter:** Ability to take the initiative, work independently, and hold oneself accountable.
 - **Organized and Deadline-Oriented:** Ability to manage multiple projects with converging deadlines while maintaining a positive, can-do attitude.
 - **Problem-Solver:** Capable of finding solutions to challenges and obstacles.
 - **Flexible:** Willingness to adjust and prioritize as needed.
 - **Team Player:** Ability to work effectively with others.
 - **Coachable:** Willingness to take direction, receive suggestions, and be challenged.
 - **Trustworthy:** Commitment to abide by a strict code of confidentiality, refrain from gossip, be honest and loyal, and speak directly to individuals with whom you disagree.