

**MISSION AND SERVICE MINISTRY GROUP
JOB DESCRIPTION**

JOB/TASK: *Communications Coordinator*

NUMBER OF PERSONS NEEDED: *1*

TIME COMMITMENT/FREQUENCY: *2 hours/monthly*

SUPERVISOR /CONTACT: *Mission and Service Chair*

MINISTRY GROUP RESPONSIBLE: *Mission and Service*

REFERENCES: (people who have done this job and would be willing to answer questions about it): *Mark Davis*

Communications Coordinator (website, newsletter, and bulletin insert notices for Mission of the Month)

- Coordinates all communications for website, newsletter and bulletin insert notices for Mission of the Month
- Write up inserts for newsletter, bulletin inserts, and website as needed