



**Job Description:** Communications Coordinator, Part-time (20-25 hours a week)

**Description:**

The Communications Coordinator oversees the day-to-day execution of CenterPoint Church's digital communications. This role ensures that website, app, email, social media, and other digital platforms are accurate, current, and aligned with church-wide priorities.

This person serves as a key operational partner, maintaining communication rhythms, and helping people stay informed, connected, and engaged across all campuses.

**Responsibilities:**

**1. Website Management**

- Update website content regularly (events, sermons, campus and ministry pages)
- Ensure accuracy and timeliness of all posted information
- Coordinate with ministry leaders to keep pages current
- Make structural updates or improvements as needed

**2. App Management**

- Update events, featured content, and campus information
- Ensure sermon content and key announcements are accurate and current
- Maintain overall user experience consistency

**3. Social Media Oversight**

- Oversee and manage CenterPoint's social media platforms
- Schedule and publish posts according to the CenterPoint social media calendar
- Respond to direct messages and comments in a timely and professional manner
- Coordinate with creative team for graphics and video needs
- Monitor engagement and suggest improvements

**4. Weekly Email Communication**

- Create and send the weekly church email
- Coordinate content submission with ministry leaders
- Maintain and update email database (add/remove contacts, manage lists)
- Monitor performance metrics (open rates, click rates)

**Qualifications:**

1. Strong written and verbal communication skills
2. Familiarity with website content management and social media platforms
3. Basic comfort with digital tools such as email platforms, social media scheduling tools, and website editing
4. Strong administrative and organizational skills

5. Ability to manage multiple projects and meet regular deadlines
6. Alignment with the mission and values of CenterPoint Church

**Schedule:** Works out of the Massapequa office, work days to be determined

**All Staff at CenterPoint are expected to:**

- Work as part of a team and build up all ministries at CP
- Maintain a strong work ethic and a proactive pace of work
- Have a servant attitude
- Be organized and attentive to details
- Have a welcoming and inviting presence

To apply, send your resume to [hireing@cpchurch.com](mailto:hireing@cpchurch.com).