



Communications Coordinator (Part Time - Remote)

Vision New England (VNE) is a 1000+ ministry network that helps the Church make disciples, do justice and foster unity to share Jesus. When we do these things it's evangelistic (Matt. 28:19, Matt.5:16, John 17:21), and it transforms lives and New England. We do this by connecting leaders and churches, using technology and targeted events, to build relationships, share, learn and collaborate.

We use technology and online platforms to advance our mission by sharing what God is doing in New England in several ways:

- Social Media - Facebook, Instagram, Youtube
- The Church in Action Podcast
- VNE's Website
- VNE's Digital Monthly Newsletters

VNE is hiring a part time Communications Coordinator who resides in New England to assist with managing our online media content and platforms, and podcast. This role is 20 hours per week and reports to the Director of Operations.

Responsibilities:

- **Social Media** - Develop, harvest and share resources and content on social media (Facebook, Instagram) including driving engagement (followers, likes, shares and comments).
- **The Church in Action Podcast** - Manage recording/distribution calendar, facilitate production and distribution through digital podcast channels, and drive engagement (subscribers and listeners).
- **Website** - Management and maintenance through Wix platform, adding and controlling content, basic graphics, harvest and share resources, and drive engagement (visits and downloads).
- **Digital Newsletters** - Manage bulk email lists, design and harvest content, distribution, and increase engagement.
- Manage external resources (i.e., Canva, Dropbox) used to develop and store digital content
- Function as VNE's thought leader for the use of innovative communications tools and technologies to maximize effectiveness and efficiency of VNE's use of these resources
- Work with the VNE team and other stakeholders to develop and execute strategies and approaches to increase digital connections and engagement with current subscribers and those not yet connected to VNE.
- Track and report analytics for online user engagement.
- Assist with other administrative tasks as needed

Required Qualifications, Gifts, Strengths

- All VNE jobs engage in ministry, so VNE seeks a candidate with an unwavering commitment to

Jesus Christ demonstrated through Christian maturity, integrity and service, and affirmation of the traditional creeds and evangelistic principles.

- Authentic passion and calling to support the work of evangelism in New England.
- Detail oriented self-starter who is motivated by accomplishing tasks and the shared goals of our mission, with both team and individual projects.
- Proven ability to work well and collaborate with others in a team environment as well as independently.
- Energized and energizing to others.
- Demonstrated technical proficiency, social media engagement, critical thinking and creativity.
- Home office capabilities allowing for professional meetings, via video and phone, with the necessary equipment to work effectively and efficiently, from New England. *All candidates must currently reside in New England.*
- Excellent written and verbal communication skills.

Desired Qualifications, Gifts, Strengths

- Experience with Google Suite
- Proven track record using tools such as WIX, Canva, Constant Contact, Facebook, Instagram, Youtube, podcast channels to generate and distribute digital content.
- Strong project management skills.
- Experience with web and social media metrics and analytics.

TO APPLY

Please respond with your resume, desired salary, and references to Andréa Turner at aturner@visionnewengland.org. No phone calls please.