



Communications Administrator & Copywriter

Direct Report: Communications Director

Hours: Full Time

Summary

The Communications Administrator & Copywriter is part of the Communications Department of The Life Church and is responsible for various administrative duties as well as writing copy for multiple areas. They primarily assist in distributing well-written communication throughout the organization on a regular basis as well as help organize and update the Global Calendar at The Life Church.

Responsibilities Include:

- Write copy that reflects the language of The Life Church in various environments
 - Website
 - Social Media
 - Emails
 - Video Scripts
 - Printed Materials
 - Etc.
- Assist in developing and distributing monthly communication briefs for staff and team at The Life Church
- Assist in the organization of the Global Calendar of The Life Church
- Edit copy written by other departments at The Life Church to fit consistent and clear language that aligns with the culture of The Life Church

Attributes & Skills Required

- Skilled writer capable of conveying a specific voice
- Able to absorb information well
- Good at translating abstract thoughts and concepts into words
- Familiar with the culture of The Life Church
- Strong administrative skills
- Organized