

Fountain of Hope Christian Church

Posting Title	Public Relations Coordinator
Job Location	Metro-Atlanta
Employment Type	Volunteer with potential compensation
Reports to	Senior Pastor or their designee

Job Description

The Public Relations Coordinator is responsible for the coordination and execution of communications and media relations activities in support of Fountain of Hope Christian Church strategy to ensure consistent communication messaging to internal and external audiences. You may be called upon to write newsletters and news releases, handle media outreach, write and lay out brochures and fliers, and issue church bulletins and annual reports. You may also prepare scripts for speeches, produce videos, and compose letters and memos for church officers. Maintain websites, coordinate special events, manage fundraising, represent the church at community gatherings, or respond to public concerns or questions.

As the church public relations officer you'll focus on promoting and boosting attendance at church services and events, building a team of volunteers and advancing the church's mission and charitable projects throughout the community. You may also help secure funding and community resources to support church programs and activities. And any other related responsibilities and tasks that might be assigned by the senior pastor or their designee.

Core Competencies

1. Attend our worship services.
2. Demonstrates interpersonal skills necessary to engage people positively, and with a demeanor of optimism and abundance.
3. Manages processes necessary to get Public Relations practices accomplished, organizing people and activities.
4. Demonstrates understanding and full support of the mission, vision, values and beliefs of Fountain of Hope.
5. Keep updated with computer technology.

Education and Experience

Prime candidates should have a degree in journalism, public relations, advertising or other communications-related major (or at least two years of college education in above fields) with some experience in the field of public relations. In addition to education and experience, you should have a strong command of the English language, both written and spoken. You should be proficient with the latest word processing, desktop publishing, graphics and website maintenance applications.

Compensation

This is a volunteer position that may be converted to a paid position given the Church financial abilities and growth of the church.

To Apply For Position

Submit a resume and two examples of your writing style with 3 references, telephone, email, and mailing address.

Deadline is February 28, 2015 or until filled.

Submit to:

Fountain of Hope
Attn: Human Resources
PO BOX 55039
Atlanta, GA 30308