



Job Title: Communications Coordinator

Department: Communications

Reports to: IT Systems Administrator and Communications Specialist

Status: Part-time, non-exempt

SUMMARY

The purpose of the Communications Coordinator position is to support essential communications functions and provide stability across event coordination, content preparation, and assist with managing workflows. This is a part-time year-round on-site position for around 20-25 hours per week with flexibility for some hours of remote work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Event Calendar Management

- Serve as primary contact for building events logistics, including reservations, calendar updates, and internal communications
- Maintain the Seminary's communications-facing event calendar
- Gather event details and confirm accuracy with departments
- Identify which events require communications deliverables (graphics, social posts, web updates)
- Communicate upcoming needs to Communications Manager and Designer

2. Communications Coordination

- Provide customer service and hospitality by delegating and/or responding to communication emails and phone calls.
- Assist in coordinating internal and external communication for Seminary departments, centers, institutes and grant-funded initiatives.
- With the Communication Team, coordinate, manage and execute production schedules for Seminary communication channels: podcast, blog, video series, website, social media and email newsletters.
- Assist in monitoring project schedules, deadlines, action items, and document progress for the communications office.
- Other duties as assigned to assist the Communications Team and Calvin Seminary

3. Social Media Support

- Assist with scheduling posts
- Prepare content and visuals within existing templates
- Help gather photos and media for use across platforms
- Strengthen social media copy and engagement

4. Writing & Editorial projects

- Write or edit short articles, summaries, or event features

- Assist with Forum Platform or Magazine content
- Draft light ghostwriting or higher-level copy as directed

5. Media & Visual projects

- Assist with capturing or editing event photos
- Assist with photo library organization
- Record or edit simple video clips

QUALIFICATIONS

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and ability required.

EDUCATION and EXPERIENCE

This position prefers an applicant with a bachelor's degree from a four-year college or university and/or one to three years of previous administrative and project coordination work experience, especially in higher education. The ideal candidate is a self-starter, service oriented and able to work well with diverse populations.

COMMUNICATION SKILLS

Coordinating many program details requires clear written and oral communication and handle confidential information with integrity.

DECISION MAKING/JUDGMENT

This position involves managing projects and/or assignments requiring decision-making authority regarding schedules and plans. The position requires the ability to think clearly and act responsively.

OTHER SKILLS AND ABILITIES

1. Natural aptitude for hospitality.
2. Effective interpersonal and public relations skills.
3. Organization and accuracy.
4. Creativity and energy.
5. Flexibility and ability to manage multiple tasks.
6. Initiative and problem-solving.
7. Use of digital tools at above average level of skill mastery in such platforms as Microsoft Office Suite; social media, able to learn new software and apps. Experience working with online databases is preferred.

PERSONAL INTEGRITY

This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and active engagement in the life of a local church are essential.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. The position will also require some light lifting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.