



Volunteer Position Description

Communications Liaison

Volunteer Position Overview:

The Communications Liaison serves as a key point of contact to ensure clear, consistent, and effective communication across the church's ministries, leadership teams, congregation, and community partners. This individual will work to align messaging with the church's mission, vision, and values while fostering engagement and maintaining relationships that support the ministry's vision.

Key Responsibilities:

1. Internal Communication

- Facilitate clear communication between church staff, ministry leaders, and volunteers.

2. External Communication

- Act as a primary point of contact for inquiries from community partners, vendors, and other external stakeholders.
- Assist with media relations and represent the church in external communication efforts.
- Ensure consistent branding and messaging in all outreach materials.

3. Digital and Print Content Coordination

- Collaborate with the communications team to maintain the church website, social media, and other digital platforms.
- Coordinate with ministry leaders to develop and share promotional materials for events and programs.
- Ensure timely and accurate delivery of bulletins, announcements, and other materials.

4. Event Support

- Act as a liaison during events, ensuring smooth communication between participants and the planning team.
- Gather and communicate feedback post-event to improve future efforts.

5. Relationship Management

- Build strong relationships with ministry leaders, congregants, and external stakeholders to promote collaboration and trust.
- Facilitate opportunities for open dialogue, listening to concerns and ensuring they are addressed.

6. Administrative Duties

- Maintain records of communication plans and feedback.
- Track and report on the effectiveness of communication initiatives.

Qualifications:

- **Education:**
 - Bachelor's degree in Communications, Public Relations, Nonprofit Management, or a related field preferred.
 - **Experience:**
 - 2-4 years in a similar role, preferably within a nonprofit or faith-based organization.
 - **Skills:**
 - Strong written and verbal communication.
 - Proficiency with digital tools and platforms (e.g., website management, email marketing tools, social media).
 - Ability to navigate sensitive conversations with tact and diplomacy.
 - Organizational skills with attention to detail and ability to multi-task.
 - **Personal Characteristics**
 - A committed Christian who supports the mission, vision, and values of the church.
 - Servant-hearted with a collaborative spirit.
 - Strong interpersonal skills with a passion for building relationships.
 - Excellent communication skills and a proactive, results-oriented approach.
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PROFESSIONAL VOLUNTEER

The engagement as a Volunteer is not considered employment and the Volunteer is not entitled to any compensation or other employment benefits.

Submit resume to: PROVOLUNTEERS@NEWBIRTH.ORG

Those whose qualifications most closely align with our needs will be contacted to move forward in the selection process.

No phone calls will be accepted.