



Job Description

Position: Communications Coordinator

Purpose: To carry out the mission of Riverside, “To know Jesus Christ and to make Christ known to all” by effectively and creatively communicating ways for all people to participate in and engage with the Lord’s work in and through His camp.

Qualifications

- Disciple of Jesus Christ.
- A leader who demonstrates a consistent life of integrity and humility (1 Timothy 3:1-12 and Titus 1:6-9).
- Embraces Riverside’s Mission, Core Values, and Statement of Faith.
- Committed to the Biblical design for ministry leaders to equip God’s people to do His work (Ephesians 4:11-13).
- 3+ years Marketing/Communications experience preferred in a nonprofit setting
- Ability to work with variety of communication technology tools, including: website management, graphic design software, video editing software, and social media.
- Exceptional writing and grammar skills desired
- Willingness to be taught, coached and equipped for the work you are called to do.
- Excellent relational, verbal communication, strategic thinking, and team building skills.
- Passion for camping ministry and understanding of the importance of partnering with the ministry of the local church.
- Bachelor’s degree in marketing, communications, or related field.

Responsibilities

- Be a relational and hospitable leader that seeks to know Jesus Christ and make Christ known to all people.
- Serve as an important member of our team in communicating the mission and values of Riverside in all we do.
- With our team, create an overall communication strategy to effectively communicate to various audiences in a variety of formats (video, print, mail, digital, social, etc.)
- Work with our Executive Director on effective communication strategies with alumni, past donors, current donors, and future donors.
- Work with our Program Team to effectively communicate upcoming events and retreats, as well as communication strategies to recruit great summer staff.
- Create, develop and update all content for the Riverside website, as well as all social media content.
- In coordinating with our camp store staff, design all merchandise to be in line with Riversides mission, values, and branding guidelines.
- Attend retreats to help with support, as well as take photos and video, and gather testimonies of camp experiences.
- Other duties as needed.

Position Hours and Schedule

- This position is a full-time position with benefits, salary pay (Health Insurance, SIMPLE IRA match, vacation, sick days, and holidays) based on a 40-hour average work week.
- Other benefits include: continuing education opportunities through CCCA, monthly Days Away with God, once a year 24-48 hour silent retreat, and intentional one-on-one discipleship meetings throughout the year.

**To apply, please submit an updated resume, along with cover letter to
Chris Dahl, our Executive Director at: chris@riversideLBC.org**