Job Description 
Communications Coordinator 
Position 
Part Time 

LINC Houston is a strategic partner of individuals, churches, and organizations who empower local leaders to impact our Houston area communities through the Gospel. Members of our team demonstrate a passion for Christ and raise up leaders so that our cities know Jesus. The person filling this position will play a key role in the sustainability and impact of the mission and ministry of LINC Houston.

Duties and Responsibilities
At the heart of LINC’s mission is to engage, equip, and empower local leaders to impact their communities through the Gospel. We help people develop their God-given potential so that they can grow personally and make a valuable contribution to the kingdom of God. Reporting directly to the City Director, the Communications Coordinator will:

- Create weekly posts for social media outlet(s)
- Update the monthly prayer calendar and texts
- Send out communications via Virtuous (our CRM software) 1-3 times per month
- Occasionally assist local leaders in special communications projects (i.e. designing a logo, creating digital invitations, t-shirt designs, etc)

- Assist the City Director as needed with writing and/or proofreading leader stories, donor letters and thank you cards to donors

- Accompany the City Director to meetings where Spanish translation will be helpful

- Assist with fundraising events as needed

This is not to be considered an exhaustive list of outcomes, as the candidate must be flexible to handle a variety of responsibilities. This role must be performed with a high level of professionalism and confidentiality. Schedule is flexible.

Qualifications
- A humble heart, persistent will, and collaborative mindset
- Committed to the vision and mission of LINC Houston
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly
- Demonstrates proactive approaches to problem-solving with strong decision-making capability
- Demonstrates emotional and spiritual maturity in interactions with LINC leaders and donors
- Highly resourceful team-player with the ability to be extremely effective independently
- Ability to handle confidential information with discretion and be adaptable to various competing demands
- Demonstrates ability to achieve performance goals and meet deadlines in a fast-paced environment

Education and Experience Requirements
- College degree preferred
- Experience in graphic arts or communications
- Cross-cultural ministry experience and interest
- Fluent in English and Spanish
Interested applicants should submit their resume and cover letter and writing sample in both English and Spanish to kflaviani@linc.org.