



A *love* for God.

A desire to *learn*.

A commitment to *serve*.

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## **COMMUNICATIONS COORDINATOR JOB DESCRIPTION**

Thank you for your interest at San Jose Christian School. Our mission is to advance the kingdom of God by providing exceptional teaching and curriculum fully integrated with Biblical perspective. Within our committed Christian community, we live to engage and transform culture for Jesus Christ.

At San Jose Christian, we teach students to develop a Biblical worldview where they are discerners and world-changers. We infuse faith into every aspect of our curriculum and challenge students to make a difference in their world, even now as students. If God is calling you to be a part of our mission and our team, we would love to get to know you better.

We are currently seeking a candidate to impact our community as a Communications Coordinator. Are you a good writer, story teller and promoter? Help tell the SJCS story through our communication channels. The Communications Coordinator would work directly with the administrative team to coordinate weekly newsletters, social media and various promotions.

The role of the Communications Coordinator can be a part-time or full-time role depending on the candidate. Below you will find the preferred qualifications, a job description summary, and how you can apply for the position.

### Preferred Qualifications:

- B.A. Preferred in Marketing or Communications
- Personal testimony and commitment to Christian faith
- Commitment to Reformed Christianity, SJCS mission, and SJCS core values
- Commitment to faith integration (SJCS Throughlines) in all lessons and roles
- Experience with email marketing, print marketing, and/or graphic design pluses

### Job Description Summary:

- Model an exemplary Christian walk in speech and action.
- Partner with SJCS team to gather details and promote the SJCS story.
- Help plan, schedule and launch community communications via MailChimp and SJCS Family Portal
- Help coordinate communications for fundraising, events, and community updates
- Proof communications as needed.
- Assist with staffing events.
- Assist with general office duties as needed.

### **HOW TO APPLY**

1. [Please complete our job application](#). Once completed, please send the application and your resumé to the Chris Pinkham, Head of School at [hos@sjchristian.org](mailto:hos@sjchristian.org).
2. We also request that you have the [Clergy Recommendation Form](#) by your Pastor or appropriate church staff member.

Once we receive your Application, Resumé, & Clergy Recommendation, we will review and contact you regarding next steps. If you have any questions, you can contact the Chris Pinkham, Head of School at [hos@sjchristian.org](mailto:hos@sjchristian.org).

We look forward to hearing from you!

## **SAN JOSE CHRISTIAN SCHOOL**

*Developing a love for God, a desire to learn, and a commitment to serve.*