



**Job Title:** Communications Coordinator

**Position:** Part Time (10-20 Hours Per Week)

**Job Overview:**

Camp Beechpoint is seeking a creative and passionate Communications Coordinator to manage our communications and marketing efforts. The ideal candidate will have strong skills in graphic design, written communication, and web management.

As the Communications Coordinator, you will be responsible for creating compelling content that aligns with the mission of Camp Beechpoint—transforming lives through the love of Christ.

**Responsibilities:**

1. **Website Management:**
  - Regularly update and maintain Camp Beechpoint's website with fresh, relevant content.
2. **Social Media Management:**
  - Develop and execute social media strategies to engage and grow our audience on platforms such as Facebook, Instagram, and others.
  - Create and schedule engaging posts, including stories, images, and videos that reflect the camp's mission and activities.
3. **Email Management:**
  - Draft and send emails to donors and camper families using tools like CampSite and Bloomerang.
4. **Content Creation:**
  - Design and produce high-quality graphic design materials, including flyers, brochures, and other promotional materials **to keep donors and campers families informed and engaged.**
  - Collaborate with other departments to gather content and stories for newsletters and other communications.
5. **Annual Report Development:**
  - Work closely with the leadership team to design and produce the camp's annual report.
6. **Marketing & Branding:**
  - Develop creative strategies to promote the camp's events, programs, and fundraising efforts.
  - Ensure consistent branding and messaging across all communication platforms.
  - Work with leadership to brainstorm new ideas for increasing the camp's visibility and engagement.

**Qualifications:**

- Strong proficiency in graphic design software (Our organization currently uses Canva).
- Proven experience managing websites and social media platforms.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.
- Ability to create content that resonates with a diverse audience of camper families, donors, and community partners.

**Preferred Qualifications:**

- Bachelor's degree in Communications, Marketing, Graphic Design, or a related field.
- Experience working in a nonprofit or camp ministry setting.
- Familiarity with email marketing tools.

**Equal Employment Opportunity:**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Camp Beechpoint will be based on merit, qualifications, and abilities. Camp Beechpoint does not discriminate in employment opportunities or practices on the basis of race, color, gender, national origin, age, and/or disability.

**Learn More**

Learn more about Camp Beechpoint at [www.beechpoint.org](http://www.beechpoint.org)

Interested candidates should email a resume and short cover letter to [bboersma@beechpoint.com](mailto:bboersma@beechpoint.com) We will follow up with qualified applicants.