



Westminster Seminary California

Position Announcement

Marketing and Communications Coordinator

Full-time

Review of applications: Immediately

Position Description:

Under general direction of the Vice President for Administration, the Marketing and Communications Coordinator is responsible for managing WSC marketing, publications, and online communications efforts through collaboration with all departments.

Primary Duties & Responsibilities:

- Collaborate with leadership team in creating and executing a proactive marketing strategy.
- Oversee all seminary marketing and communications projects.
- Manage WSC's social media strategy.
- Lead in developing and facilitating the strategic plan for seminary-wide marketing, branding, and promotion initiatives.
- Lead monthly Online Communications meetings.
- Assist in determining theme and content of a bi-annual publication that targets WSC donors and alumni.
- Manage a third-party programmer, designer, or editor, as needed.
- Maintain and promote WSC's visual and message branding.

Qualifications:

- Profession of Christian faith
- Bachelor's degree or equivalent plus two years progressively responsible and relevant work experience
- Familiarity with marketing industry trends, including marketing and social media strategies
- Ability to communicate effectively both orally and in writing
- Excellent organizational and time management skills
- Ability to establish and maintain collaborative working relationships with individuals from staff, faculty, students, and other WSC constituents
- Desire and ability to represent WSC in a positive and professional manner and to be able to articulate the confessional beliefs of the seminary

To Apply:

Send cover letter and resume to:

Dr. Marcus McArthur
Vice President for Administration
Westminster Seminary California
Email: mmcarthur@wscal.edu
Website: www.wscal.edu

Posted: June 8, 2021

Closes: When Filled