



Position Title: Communications and Worship Coordinator

Reports To: *Director of Communications and Director of Worship*

Date: Oct 20, 2025

Status: Full-time

Atlanta Westside Overview

Westside is a 15-year-old church with 1000 members located in the westside of Atlanta. Our purpose is to embody and preview the Kingdom of God from Buckhead to Bankhead. Our Core Values are:

1. Prize the Heart
2. Embody Grace
3. Aim for Restoration
4. Cultivate Place
5. Embrace Limitations

Description

The Communications & Worship Coordinator is a hands-on, detail-loving project coordinator who helps the church communicate clearly across channels and supports excellent, distraction-free worship services. The role manages weekly comms workflows (newsletter, site/app updates, social/podcast publishing), builds and publishes lyric/service slides, coordinates production assets, and keeps calendars and briefs on track—so that strategy from senior leaders turns into timely, consistent execution.

Responsibilities

Communication

- Build and send the weekly newsletter and other congregational emails; manage push notifications/texts; coordinate timing with ministry owners.
- Design and distribute basic vector graphic designs for promotional materials
- Maintain and publish updates to website (service times, events, signups, resources), escalating design needs to the Communications Manager/contractors.
- Maintain the master church calendar; create event listings/registrations; coordinate with ministry leaders on copy, CTAs, and follow-up.

Worship

- Create lyric and service slides (e.g., in Canva/ProPresenter) and coordinate service run of show, ensuring accuracy and timely delivery to AV.
- Coordinate weekly production assets (sermon titles/series art, scripture references, announcements) and ensure alignment with Sunday order of worship.
- Coordinate Sunday liturgy volunteers and guest pastors—ensuring they know where to be, when to be there, and what they're responsible for sharing.

Project Management + Branding

- Translate ministry requests into clear communication briefs with timelines, owners, and deliverables; track tasks through completion and debrief results.

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- Keep a rolling comms calendar (campaigns, series, events) aligned to strategic rhythms from leadership.
- Light copy editing for clarity/voice; route larger creative needs to the Communications Manager or Creative Content Coordinator.
- Ensure brand standards (logos, colors, typography, tone) are consistently applied across print/digital assets; flag exceptions for review.
- Maintain ChMS data integrity related to groups, events, registrations, and communications lists.
- Coordinate small IT/AV requests related to Sunday needs in partnership with the AV Coordinator and Director of Worship & Technology.

Qualifications

- Bachelor's Degree and/or exceptional job-specific credentials
- 2+ years of experience in marketing, communications, or PR
- High energy and engaging personality, with the ability and desire to do administrative work
- Personal characteristics consistent with Christian maturity
- *Strong* organizational skills and attention to detail

Application

Interested candidates should submit a resume and one-page cover letter specifically explaining why they are interested in the position to hr@atlantawestside.org.