

**Job Opening**  
**COMMUNICATIONS COORDINATOR**  
**Memphis Theological Seminary**

Memphis Theological Seminary is currently accepting applications for the Communications Coordinator position. MTS is an ecumenical graduate school of theology that serves about 325 students from 30 different denominations. MTS has provided ministry in the city for 50 years, and has evolving and growing plans for the next 50 years, as we continue to prepare the faith leaders of the future.

The Communications Coordinator works with the Chief Information Officer and others in the organization to develop and implement communications strategies with MTS' key constituencies (prospective and current students, alumni, donors, community supporters and local congregations). The Coordinator's primary responsibilities are in marketing and communications in an effort to promote positive public image among MTS' various audiences and advance the seminary's effort in recruitment and fundraising. This position will also collaborate with others in the organization to achieve brand consistency, coordination of messages, and the highest standards for external communications. This position is responsible for coordinating organization-wide design, message, and content generation, including electronic and print communications.

**Contact Info:** Send resume, cover letter and any relevant portfolio work to:  
Cory D. Williams, MTS, 168 East Parkway S., Memphis, TN 38104  
or [cdwilliams@MemphisSeminary.edu](mailto:cwilliams@MemphisSeminary.edu)

**Posting Date:** May 4th 2015  
**Applications Review Begins:** Immediately

**Goal:** to share the very best of MTS through print, electronic, photography and video mediums, ensuring a branded look with consistency and quality for all communications.

**Responsibilities:**

1. Provide graphic design, layout and production of print materials such as publicity pieces and newsletters for all departments using InDesign software.
2. Coordinate, write and publish quarterly newsletter and annual report.
3. Write and edit articles, press releases, advertising copy and MTS communications, as needed. This includes identifying publication themes and stories and interviewing subjects.
4. Act as official photographer at MTS events, including occasional after-hours and weekend events.
5. Produce dynamic content for website, social media sites and e-mail blasts.
6. Update academic catalog on an ongoing basis.
7. Develop relationships with local media contacts and denominational communications personnel; submit press releases and stories to local and denominational publications.
8. Regularly review and update website content and request updates by contacting appropriate departmental personnel.
9. Serve on several internal committees to stay up-to-date on upcoming activities.
10. Provide assistance with budgeting related to communications functions. Maintain income and expense records in the department.
11. Work with the Chief Information Officer to develop an annual communications/ public relations plan.
12. Perform other duties as assigned.