



Communications Coordinator

Job Title: Communications Coordinator
Ministerial Designation: Religiously Qualified, Exempt
Status: Regular Full-Time
Department: Communications, Office of the President
Reports To: Communications Manager
Active Date: August 2025

Summary: The Communications Coordinator participates in the Mission and Ministry of Tenacre as a member of the Communications team, helping express and extend Tenacre's healing mission through high-quality digital and print storytelling and strategic communication. This role places a strong emphasis on multidisciplinary strengths – particularly in writing, editing, and content creation – while also contributing to the development and execution of content strategies. Additionally, this role provides administrative support to the president and senior management, as needed.

Competencies: A demonstrable understanding of Christian Science and its practical application in all aspects of the Communications Coordinator work is core to being a part of Tenacre's healing mission. The Communications Coordinator brings a well-rounded background in communications, with demonstrated skills in project management and visual media. Additional competencies include:

Communication: Brings a collaborative spirit and approach to all work; communicates with empathy and clarity within and across departments; approaches all work with humility, grace, and a neighborly mindset; maintains confidentiality and supports Tenacre's healing atmosphere; listens and respond to others (one-on-one or with a group) in a non-hierarchical manner with warmth, respect, and patience; ensures that conversation reflects the Golden Rule; replies to inquiries and completes requests on a timely basis; follows up appropriately on requests made of others.

Ethics: Honors a high level of confidentiality; acts and speaks consistently with the highest ethics and integrity; inspires the trust of others; keeps commitments; understands lawful and ethical standards.

Metaphysical: Takes a prayerful approach to all things; fully supports the work through prayer as taught in Christian Science and is consistently, divinely inspired in their work.

Servant Leadership and Teamwork: Collaborative, approachable, and friendly; supportive of all team members; has a service-oriented approach; takes actions that demonstrate an unselfed approach.

Essential Duties and Responsibilities. Other specific duties and responsibilities may be assigned.

Digital and Print Content Creation

- Writes and edits marketing materials, email content, website copy and content for other digital channels, including the organization's intranet
- Produces the weekly internal Newsletter and other internal communications as necessary
- Assists with creative campaigns that span various channels
- Proofreads, drafts, or produces internal and external content marketing and campaign support
- Supports strategic marketing efforts, including workshops, events, and program launches
- Assists with email marketing workflows and list segmentation
- Maintains and updates mailing list

Content Creation and Writing

- Crafts clear messaging for email, web, digital, and print channels
- Edits with accuracy, voice consistency, and purpose-driven clarity
- Maintains a strong understanding of Tenacre's tone, mission, and audience
- Demonstrates proficiency in writing, editing and proofreading

Project Management

- Manages communications projects from concept to delivery, meeting and managing deadlines
- Coordinates with colleagues, management, and vendors to meet deliverables
- Tracks multiple projects with attention to detail and flexibility

Internal Collaboration and Administration

- Coordinates communication needs across departments
- Maintains content libraries and brand consistency resources
- Supports the Communications Manager with administrative and reporting tasks as needed

Organizational Support

- Provides administrative support to the Office of the President
- Maintains records for secretary roles in committees and circles on campus
- May create, edit, or modify presentations for the President and senior staff

Additional Areas of Focus

Visual Storytelling

- Captures and edits compelling photo and/or video content to support communications goals
- Develops visual content specifically suited for social media and digital storytelling

- Organizes and maintains digital content libraries with attention to quality and privacy guidelines
- Captures, edits, and organizes visual media to support storytelling efforts
- Graphic design experience is a plus

Social Media Strategy and Execution

- Develops and maintains Tenacre's social media content calendar
- Designs platform-specific content (copy, photos, video, graphics)
- Engages with audiences and monitors messages and comments
- Measures and reports on engagement performance
- Stays current on social trends and innovations to keep Tenacre's presence fresh and relevant

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Education and/or Experience

- Member of The First Church of Christ, Scientist, in Boston, Massachusetts
- Bachelor's degree in communications, marketing, journalism, or a related field, preferred
- Strong writing, editing, and storytelling skills
- Ability to write in English with clarity, precision, and grammatical accuracy
- Strong computer skills, including working knowledge of Microsoft Office (including Word, Excel, PowerPoint, etc.), Canva, AirTable, and HubSpot
- Strong analytical and research skills
- Ability to learn new software and adapt quickly to new or evolving strategies

Compensation

- \$52,000 - \$78,000 annually

Benefits

- Paid time off with carryover and payout features
- 401(k) tax deferred savings plan with a match up to 6% of your annual pay with eligibility from date of hire
- Pension plan
- Optional health insurance
- Life insurance
- Financial education
- Other education assistance
- Dependent care assistance
- Family tuition assistance