

LIGHT STREET PRESBYTERIAN CHURCH

Light Street Presbyterian Church - Communication Manager Job Description

Position: Communications Manager
Reporting relationship: Reports to Pastor (with Personnel Committee support)
Supervisory accountabilities: Supervises (0) staff and (0) volunteers
Employment status: _____ Full Time ☒ Part Time (10 hours per week)
Exempt ☒ Non-exempt _____

Position Objective: Work closely with pastor and key volunteers to develop communication strategies and manage day-to-day internal and external communications and marketing.

Major Responsibilities:

- Develop, implement and evaluate the church's annual communications plan in collaboration with church staff and leadership to fulfill stated congregational goals.
- Work with pastor to manage the content development and distribution of all print and electronic communications, including, but not limited to, the weekly congregational email, the Enlightener, the annual report, brochures and flyers.
- Work with pastor to develop community engagement materials, including print and digital advertising in local media.
- Oversee the management and development of the church website, ensuring new and consistent information (stories, photos and events) are posted regularly. Coordinate the regular upkeep on an accessible online events calendar.
- Manage database of church members, friends, and significant contacts.
- Manage and develop content for the church Facebook pages and explore new forms of social media to engage the church and broader community.
- Work with pastor to design and create the weekly worship bulletin.
- Coordinate weekly Sunday bulletin announcements, exterior building signage and outgoing phone messages.
- Work with pastor to create a realistic communications budget.

Primary Knowledge/Skills/Abilities Required

Knowledge

- Strong writing and editing skills
- Knowledge of social media tools
- Basic graphic design skills

Technical skills

- Proficiency with Microsoft Office suite, Google Documents, Google file-sharing, and Google Calendar.
- Proficiency with Adobe Creative Suite
- Proficiency with WordPress
- Ability to operate in Mac or PC environment

Behavioral skills

- Strong written and verbal communication skills
- Effective interpersonal skills to work with volunteers on communications projects
- Willingness to work as a team as well as independently and effectively manage multiple tasks

Qualifications (minimum qualifications)

Experience required: Minimum 1-3 yrs related experience

Education required: Bachelor's degree Or Working Towards Bachelor's Degree

Physical Demands/Requirements

Normal office environment requiring sitting for prolonged periods of time, filing, light package lifting, and repetitive keyboard use. Physical requirements to be met with or without reasonable accommodation.

Compensation: Commensurate with experience

Interested candidates should email a resume and cover letter to GLW522@gmail.com.