

## **Communications Manager**

### **Position Description**

#### **First Congregational Church, United Church of Christ**

#### **Columbus, Ohio**


First Congregational Church seeks to hire a full-time communications manager. The ideal candidate seeks a mission-driven environment with responsibilities for developing and implementing digital communication strategies. This person is an excellent communicator, an initiative-taker, and detail oriented. They are skilled at navigating a variety of personalities, prioritizing their time, and remaining focused on the big-picture goals, while being nimble and flexible as new opportunities emerge.

This role will focus on:

Skills required:

- Email: Experience with creating, posting, and tracking the results of email campaigns
- Writing: Experience and ability to write and edit copy for a variety of communication channels and social media platforms. Previous experience “ghostwriting” content is a plus.
- Graphic Design: Experience creating visual assets (e.g., basic photography, working with design templates or programs such as Canva)
- Social Media: Demonstrated track record in planning and implementing social media campaigns and tracking and reporting results. Priority channels include Facebook and Instagram.
- Project Management: Coordinating with Commissioners and Staff Members to identify priorities, create timelines, prioritize deliverables, and meet deadlines.
  - Collaborate with the livestream volunteers to enhance the video streaming and oversee assets.
  - Regularly brainstorm to develop creative new ideas to enhance the church’s communication and build out campaigns to accelerate progress toward goals

Preferences:

- 3-5 years in digital communication
- Understanding of relevant design and communications programs (InDesign, Photoshop, Realm, Constant Contact), and others as needed 
- History of connecting email and/or social media strategies to measurable outcomes

## Communications Goals for First Church

- Establish and maintain ongoing communication between ministerial staff and the congregation
- Establish and maintain going communication between the congregation and the ministerial staff
- Establish and maintain ongoing communication among the congregation (member to member)
- Establish and maintain communication to attract new members

The Communications Manager position is a 40-hour / week position which requires working on some Saturdays, Sundays in support of communications relating to worship, and evenings to cover special events.

Reports to: Administrative Manager

Directly Supervises: N/A

Status: 40 hours weekly, Full Time

Compensation: \$60,000 - \$75,000 includes benefits plus salary

If you are interested in applying for this position, please email a current copy of your resume to [awagner@first-church.org](mailto:awagner@first-church.org) and indicate COMMUNICATIONS MANAGER POSITION in the subject line. We will accept resumes until April 8, 2022.