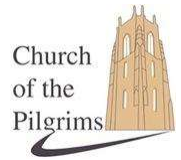




## **Job Description: Church Communications Coordinator (Part-Time 10 hrs/week)**

Western Presbyterian Church & Church of the Pilgrims



The Church Communications Coordinator will support the ministry and mission of Western Presbyterian Church & Church of the Pilgrims through leading our church digital and print communications. We are two congregations, engaging in ministry together, and looking for one person to share the stories of both ministries.

### **Primary Responsibilities**

- Create, update and manage all digital and print communications, including church website, weekly email and newsletter, social media (Facebook, Instagram, youtube), weekly worship bulletin, annual report, mailings, banners and print material.
- Lead the creation, strategy, and execution of digital communication channels.
- Use creativity, consistency and knowledge of best practices in creating graphic branding and materials in a manner that reflects the church's identity and communicates effectively with internal and external audiences.

### **Preferred Qualifications**

- Excellent written and oral communication skills.
- Organized and able to manage multiple projects.
- Working knowledge of appropriate platforms and applications, including Squarespace, Adobe, Zoom, ConstantContact, Mailchimp, Canva, Instagram/Facebook management, including facility and flexibility in learning new applications as needs arise
- Relates well to all kinds of people, builds effective relationships, communicates effectively both interpersonally and corporately.
- Demonstrates adaptability in terms of flexibility and ability to learn new skills in the midst of a changes in digital technology and need for communications
- Bachelor's Degree in communications, and/or 2 years experience in communications
- Committed to supporting the mission and vision of the churches.
- Familiarity with natural ebbs and flows of church life and liturgical functions is a plus (e.g. high holidays,

### **Compensation and Details**

The position is budgeted at \$25 per hour.

Position Description Status: Non-Exempt

Scheduled Hours: 10-15 hrs/week (*weeks leading up to high holidays tend to get busier*)

Reports to: Head of Staff, Western Presbyterian Church

Schedule: Flexible hours, some work in office/some work remote, negotiable

Background Info: [www.westernpresbyterianchurch.org](http://www.westernpresbyterianchurch.org) and [www.churchofthepilgrims.org](http://www.churchofthepilgrims.org)

### **To Apply**

Please send resume and cover letter to Rev. Erin Counihan

([erin@churchofthepilgrims.org](mailto:erin@churchofthepilgrims.org)) and CC Ray Kim ([kim.ray.y@gmail.com](mailto:kim.ray.y@gmail.com))