

COMMUNICATIONS & COMMUNITY ENGAGEMENT COORDINATOR

HICKORY UNITED EVANGELICAL PRESBYTERIAN CHURCH

DATE: December 16, 2025

POSITION: Communications & Community Engagement Coordinator

REPORTS TO: Pastor/Session

JOB CATEGORY: Full-Time Hybrid 32 hrs.

SALARY: \$30,000.00 (negotiable) Plus Benefits

JOB OVERVIEW: Communicate and connect members and nonmembers of Hickory United Evangelical Presbyterian Church using digital/social media platforms, print materials, and video while ensuring unification of HUEPC's brand voice with the vision: leading one another in growing relationships with Jesus Christ. The Communications & Community Engagement Coordinator also assists in amplifying the marketing of church events, programming, and service/ministry efforts or opportunities – improving and streamlining all communications internally and externally.

REPORTS TO

Pastor and Session with periodic reviews performed by the Pastor and an annual review with the Personnel Team and the Pastor.

QUALIFICATIONS & RESPONSIBILITIES:

Preferred Qualifications:

- A servant leader, modeling the humble yet courageous leadership style of Jesus
- A vision to engage with community organizations such as local businesses, school districts and community events with the gospel of Jesus Christ.
- Extremely organized, creative thinker, strong oral and written communication skills, exceptional computer proficiency
- Self-starter who works well independently
- Strong collaborator with staff and the ability to coordinate multiple projects
- Working knowledge of Canva, G-Suite, ProPresenter, Subsplash or Flocknote
- Knowledgeable with social media platforms including Facebook/MetaSuite, Instagram, etc.
- Responsible for continued website and app development and maintenance using SubSplash platform, including graphic design and layout design
- Comfortable generating church content through photo/video capture
- Carry on duties with tact, courtesy accuracy, efficiency, and Christian love

Essential Responsibilities & Functions:

- Identify, assess, and utilize appropriate social media platforms to extend the communication reach and impact for Hickory Church
- This position expects participation/support at Sunday worship
- Assemble, organize, design content and edit layout for monthly church newsletter
- Assemble weekly multimedia Announcement reel slides for Sunday morning worship and other multimedia slides as needed

- Provide weekly online multimedia sermon highlights
- Website and App design and maintenance
- Collaborate with all ministry teams including the Hickory Christian Preschool to determine communication needs including the design of web, social media or print marketing elements for events, programming, conferences, and weekend services
- Assist ministry team leaders with the communication and set up of events, sign-ups and fundraisers in the Welcoming Area (tables, posters, promotional materials, etc.)
- Coordinate and provide A/V needs with Music Director and other appropriate staff for funerals, weddings or baptisms as needed (soundboard, music, slides, livestream, recordings)
- Attend staff meetings
- Record Ministry Team Minutes
- Attend Outreach Team Meetings and coordinate with the Outreach Team the following:
 - Handle Plan-Your-Visit new guest communications in accordance with the procedures for the Hospitality Ministry.
 - Coordinate volunteer sign-ups
 - Inventory materials for Hospitality Ministry & Welcome Center (folders, gift supplies, pens, bibles, devotional materials) and replenish as needed
- Schedule weekly SMS reminders to acquire Prayer Requests & Praise Reports.
- Schedule general SMS reminders or e-blasts as needed
- Compile and send weekly Prayer requests & praise reports for weekly Prayer Tree e-blast and add to Sunday announcement sheets
- Generate and capture digital photo/video content for HUEPC
- Manage/Liaison church apparel online store
- Duties not listed but assigned and approved by the Pastor, Personnel or Session
- Other Duties include:
 - Design special programs, handouts, brochures, postcards, posters, etc. for select services or outreach events (i.e. Cantatas, Living Nativity, Apple Fest, Veterans Day Service, Haiti Mission, Upward Basketball, Vacation Bible School, Pledge Cards)
 - Assist Ministry teams with development of marketing/promotional strategy for events in the digital space as needed
 - Design wedding print materials (signage, programs) as needed
 - Update general communication materials for HEUPC as needed (brochures, business cards, connect cards, pew inserts, Welcome Center signage, flyers)
 - Replenish materials for Welcome Center & Covenant Center informational tables
 - Approve, schedule, film & edit all Minute for Mission Announcement videos as needed
 - Assist in updating content and layout design for Church Directory, including capturing photos if requested
 - Capture photos for new staff member or security team badges
 - Kids/Youth weekly e-updates in collaboration with Youth Leader
 - Ability to assist A/V in live streaming/recording or operate ProPresenter during Sunday Worship service in the event a volunteer is unable
 - Update announcements on outdoor electric sign
 - Update TV monitor slideshow graphics for Welcome Area and Preschool as needed

- o Design special event outdoor banners as needed

CLEARANCES *

Act 151 Child Abuse
Act 34 Criminal Record
Act 114 Federal Record Check

**Reimbursement for obtaining clearances is available upon hire.*

COMPENSATION PACKAGE

- Full Time Paid Staff Member
- Salary will be \$30,000.00 with benefits. Additional compensation to be determined based on prior experience as per HUEPC Personnel Policy Book..
- Personal Time Off - Employees with over 30 hours will receive PTO days according to their number of years of service at Hickory United Evangelical Presbyterian Church and their prior experience.
- There will be an annual review with the Communications & Community Engagement Coordinator by the Pastor and Personnel Team as to the performance and salary. Should any problems arise during the year we encourage you to call upon the Pastor and Personnel Team for consultation and possible solution and help.

PROBATIONARY PERIOD

- There will be a 6-month probationary period with a 3-month review by the Pastor/Personnel Committee to ensure that expectations are clear and reasonable on the part of the new staff member and the church.
- This agreement, between the Church and the Communications Community Engagement Coordinator may be terminated by either party with two weeks notice, including explanation for departure, and proper handling of any grievance.