

## Job Description

<b>Position:</b>	Communications Manager
<b>Classifications:</b>	Full-time, Exempt
<b>Reports To:</b>	Director of Communications
<b>Evaluation Due:</b>	Annually by the Communications Director
<b>Supervises:</b>	NA

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### JOB SUMMARY

The Communications Manager works under the guidance of the Director of Communications to produce weekly bulletins and emails, update the church website, and assist in other duties. Previous work or membership in a church is preferred, but not required. *This position is eligible for remote work on Fridays after the first six months of employment, pending approval from their supervisor.*

### Duties

- Produce four weekly bulletins and one announcement insert for our Sunday worship services and bulletins for other services, such as funerals and seasonal events.
- Collaborate with ministers and music staff to ensure all bulletins are accurate.
- Create, edit, proof, and schedule an extensive weekly calendar email and a smaller email from our ministers.
- Update our website using a content management system.
- Assist the Communications Director in organizing information from staff, keeping the content calendar up to date and proofing outgoing communications.
- Attend Monday staff meetings for worship and program planning.

### Required Skills and Experience

- Experience supporting a church, school, nonprofit or business in gathering and disseminating information to the members, students, supporters, or the public.
- Organizational skills that include multitasking in a fast-paced, deadline-oriented environment.
- Ability to focus and deliver accurate information while managing input from multiple sources.
- Experience gathering, proofing, and editing written submissions from staff and other external sources.
- Experience using formatting and styles guides for consistent communications.

### Technology Skills

- Experience using Adobe InDesign is preferred, though training will be available.

- Basic understanding of fonts and page layout for easily readable documents.
- Knowledge of current social media platforms, especially Facebook and Instagram.
- Proficiency with Microsoft products such as Word, Excel, and Outlook.
- Experience using Content Management Systems (CMS) such as Wordpress, Subsplash, or Ekklesia for website updates.
- Experience using email marketing software such as Constant Contact or Mail Chimp.

## **CORE COMPETENCIES**

**Compassion and Care:** Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and boundaried expressions of care.

**Ethics and Values:** Honors the core values and beliefs of the organization in behavior; consistently embodies appropriate choices in both stressful and non-stressful situations.

**Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest, and transparent communication; keeps confidence; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

**Interpersonal Skills:** Establishes good working relationships with others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers impact of his/her actions on others; use diplomacy and tact; is approachable; avoids communication triangles.

**Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem.

**Time Management:** Uses time efficiently to meet communication deadlines; respects the time of others; concentrates efforts on the most important priorities; delegates work as needed to achieve communication goals and deadlines.

**Project Management:** Develops a realistic schedule for delivering projects when they are needed by staff and/or congregation; communicates specific project components to team members and provides reminders for delivery, as necessary; keeps team members briefed on outstanding needs and ongoing progress; identifies and resolves barriers to project completion.

## **WORK CONDITIONS**

**General:** Work in office environment, involving contact with staff and the congregation. Work may have deadlines, multiple interruptions, high volume and may be stressful at times. Normal work week is Monday – Friday with some evening and weekends.

**Physical Demands:** Requires prolonged sitting, some bending, stooping, stretching, standing and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, calculator, and other office equipment. Requires normal range and/or correctable range of hearing and vision.