



Job Description

Communications Assistant

OVERVIEW

Assist with all communications and design of church publications. Ensure that church events are promoted in a clear and winsome way.

ORGANIZATIONAL PLACEMENT

The Communications Assistant reports to the Transitional Pastor

RESPONSIBILITIES AND DUTIES

- Weekly communications
 - o ensure bulletins are created and properly formatted
 - o create weekly email using information provided by other staff and congregants
 - o ensure prayer requests emails are sent out in timely manner
 - o create the slides for worship services
 - o post sermons to CPC website and YouTube channel
- other regular duties
 - o maintain the church website and ensure content is up to date
 - o send other all-church communications, including prayer chain emails
- Social media
 - o create a content calendar for CPC's social media profiles
 - o Repost events from Youth Instagram
- Graphic design
 - o create graphics for posters, signs, and other social media posts
- Plan and execute all promotion of Easter and Christmas marketing
 - o assist staff in planning promotion of other church events
- Other duties as assigned

JOB REQUIREMENTS

- Evidence of a personal mature faith and growing relationship with Jesus Christ as demonstrated in action, attitude, and behavior.
- Embraces mission, vision and core commitments of Central Presbyterian Church.
- Proficient in mailchimp, canva, website maintenance, and social media management
- Proficient in both verbal and written communication.
- Demonstrates reliability, trustworthiness and initiative.
- Is innovative, creative, and collaborative.
- Associate's degree or equivalent

WORKING CONDITIONS

The Assistant will be classified as a part-time, non-exempt employee. An office and appropriate equipment will be provided. This position is a 20-24hr/wk position at a of \$20-\$28/hr.

HOW TO APPLY

To apply, please email a resume and cover letter to zachary@cpcmerced.org.