

POSITION DESCRIPTION

TITLE: Communications Specialist

HOURS: Part-time, 10 hours per week or 40 hours per month since some weeks are more demanding than others.

PURPOSE: Provide effective internal and external communications to create awareness of the mission of Carmel Presbyterian Church and the PC(USA).

ACCOUNTABILITY: Reports directly to the pastor/head of staff

DESCRIPTION: We are looking for an enthusiastic Communications Specialist to manage our external and internal communications. You will promote a positive public image and manage the dissemination of information on behalf of Carmel Presbyterian Church.

SKILLS:

- Proficient command of English
- Communications major, background or experience
- Effective writing, editing and photography skills
- Technology skills to work in online environments, including multiple social media platforms, Word Press for the Carmel website, and desktop publishing
- Outstanding organizational skills and the ability to manage your time
- Able to work with a variety of contributors with varying levels of input
- Comfortable using G-Suite

RESPONSIBILITIES:

- Collaborate with church staff, officers, and leaders to gather relevant information for internal and external outreach
- Create content for Carmel website, Courier Newsletter, social platforms, and bulletin/Courier inserts. Create a minimum of (5) unique content pieces for use on Carmel website, Courier Newsletter and social platforms
 - Create a minimum of (10) posts to social media per month
 - Create a minimum of (10) posts to Carmel website per month
- Adhere to current policies relative to the use of images of minors and maintaining privacy of members
- Develop effective internal and external communication strategies including but not limited to newsletters, social media and website.
- Manage internal church communications (Carmel Courier newsletters), both print and online, with frequency and format to be determined.
- Photograph church activities when present and manage requests from key members of the congregation to promote and report on Carmel events and activities.
- Assist with other communications-related tasks as assigned by your supervisor.
- Submit monthly accounting of time.

WORKING CONDITIONS

- Work from your home or office.
- Time at church will be limited to 1 monthly staff meeting and covering activities onsite as necessary.

REQUIRED EQUIPMENT

- Computer
- Internet connection
- Cell phone
- Printer
- Software to accomplish required responsibilities