



## Job Description

**Job Title:** Communications Specialist **Supervised By:** Emily Chudy **Supervisor's Title:** Pastor  
**Job Status:** Part-time 25 hours **FLSA Status:** Exempt **Work Hours:** TBD **Approved Date:** \_\_\_\_\_

### I. JOB SUMMARY and RESPONSIBILITIES:

The Communications Specialist will be responsible for envisioning, organizing, and implementing a quality communications program to keep the congregants of CPC informed, actively engaged and excited in the on-goings of their church. This position requires particular attention to the church's Social Media and outreach into the community. Must be able to prioritize while managing multiple projects simultaneously. This is a part-time position where hours are flexible, but attendance at weekly daytime staff meetings is required.

#### Essential duties include:

1. Develop, oversee, and coordinate the sharing of CPC's mission, vision, story, and activities within the congregation, including but not limited to:
  - a. Coordinate website content.
  - b. Equip the congregation to use Breeze Church Management software.
  - c. Professionally produce the Annual Report in a timely manner.
  - d. Develop media screens for worship consistent with theological vision and church's mission.
  - e. Support the Stewardship Committee in sharing the church's story and engagement.
  - f. Actively maintain role of Social and Electronic Media Moderator (Facebook, Instagram, Twitter, You Tube, etc.)
  - g. Maintain Signage/Screens/Displays
    1. Narthex Screens
    2. Outside Signage
    3. Create internal signage and communication to aid ease of use for members and visitors.
  - h. Create Print Advertising/Flyers/Promotional Items
  - i. Coordinate church's Zoom account.
2. Take responsibility for strategic use of internal communications: printed newsletter or magazine, weekly newsheets, individual emails and letters, slides, and Worship Bulletins.
3. Take responsibility for strategic use of external communications for networking within local community.
4. Communicate with Technology Committee for effective use of electronic systems in the church.
5. Work with Video Creator/Editor and volunteer photographer.

### II. RELATIONSHIPS

The Communications Specialist will be supervised by the Pastor and will work with the Pastor as appropriate. This position offers the opportunity to work remotely on agreed-upon days.

### III. JOB REQUIREMENTS

Minimum requirements are a Bachelor's degree and 2 years of experience in a field of communications, such as multi-media, marketing, or public relations. Specific desired skills include knowledge of computers and various software programs including graphics, the ability to develop welcoming and supportive language and signage for a diverse community, creative thinking ability, the capacity to demonstrate good judgment, courtesy, confidentiality and tact with others, strong writing and keyboarding skills and the ability to proof and edit articles of promotion for CPC. Inspire growth within the church, both internal and external. This position will

provide communication support for the Pastor, staff, church bulletin boards, organizations, and committees. Must be able to obtain FBI, PA and Child Abuse clearances and provide evidence of eligibility to work in the United States.

**IV. PHYSICAL REQUIREMENTS:** Visual and auditory skills; the ability to walk, stand, stoop, bend, reach and lift materials up to 20 lbs.

#### **V. EVALUATION**

A Coaching and Equipping team will be assigned by the Personnel Committee to meet with the Communications Specialist to review goals, progress, and other matters twice yearly. The Personnel Committee will receive the reports of the CE Team and will annually review the adequacy of compensation, any unresolved difference in the CE Team will be brought to Personnel, and if necessary, to the Session for resolution.