



Communication Manager

Part Time- 20 Hours per week

CPC's Communication Manager will play an essential role in our church life helping to connect our staff, congregation and community together in life and ministry. This position will coordinate and assist in producing and publishing multiple forms of media (print, video, etc.). Special emphasis will be placed on managing CPC's digital and online communication efforts. A strong writing and editing background and an understanding of online community building will be a requisite.

Job Description

Work with the Church Digital Strategy (Pastor and/or Director of CPC) to:

- Assist in creating a schedule and strategy for CPC's overall communication efforts.
- Work with staff to ensure day to day implementation of this strategy.
- Assist in creation and publication of digital, video, audio and print content.
- Ensure all media follows current Branding- creating a consistent feel.

Specific duties will include:

- Maintaining the CPC's communication calendar.
- Coordinate video production
 - Editing of video footage produced by staff for use in worship and online.
 - Assist in scheduling interviews, video projects, volunteers as necessary
 - Secure in-house photographers/videographers for specific events.
- Oversee Social Media and Website-
 - Coordinate/Post/Develop content for website – WordPress
 - Coordinate/Post social media content – effective presence-calendar/content (fluent in all aspects).
- Graphic Design-
 - Assist in design and develop logos and other graphic designs for programs and preaching/teaching series.
- Enjoying the assistance and gratitude of CPC's Staff Team in these duties.

Skills required

- Associates Degree or equivalent training
- Experience with MS and Google Office, Constant Contact, Planning Center, Canva, familiar with creating graphics, Signup Genius, Final Cut Pro, Adobe Premier etc. (training available)
- Detail oriented
- Exceptional communication skills, ability to develop creative, strategic digital solutions to communications challenges
- Superior organizational skills and dedication to completing projects in a timely manner
- Ability to be flexible amid changing priorities or deadlines
- Love of the Lord Jesus and the ability to show it daily. Believes in the Bible and its alignment with our denomination's The Covenant Order of Evangelical Presbyterians (ECO) core beliefs and values.
- Experience finding insights that drive campaigns by taking data from social media analysis tools and make it useful

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