



# Communications Manager

Part Time- 25 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 lead in designing 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 CPC's Pastors and Staff to:

- Create a schedule and strategy for CPC's overall communication efforts.
- Ensure day-to-day implementation of this strategy.
- Oversee creation and publication of digital, video, audio and print content.
- Ensure all media follows current branding, creating a consistent feel.
- Support Staff team as they work to gain their own competency in the creation of content.

Specific duties will include:

- Maintaining CPC's communication calendar.
- Design and publish engaging e-letters with key announcements for weekly distribution.
- 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
  - Recruit in-house photographers/videographers for specific events.
  - When necessary, hire and oversee outside vendors for significant video projects.
- Help monitor, coordinate, conceptualize and post content for Social Media.
- Help ensure Website and App Content are accurate and updated.
- Graphic Design
  - Assist in the design and development of logos and other graphics for ministries, special events, and teaching series.
- Enjoying the assistance and gratitude of CPC's Staff Team in these duties.

## Skills required

- Associates Degree or equivalent training
- Exceptional communication skills, ability to develop creative, strategic digital solutions to communications challenges
- Superior organizational skills, attention to detail and dedication to completing projects in a timely manner
- Ability to be flexible amid changing priorities or deadlines
- Experience with Google Office (word processing), Constant Contact (email campaigns), Planning Center (Church management), Canva (design) or strong aptitude for learning these systems quickly.
- Experience with video software such as Apple iMovie; Final Cut Pro, Adobe Premiere etc. will be of benefit (training available).
- 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.