



Three Chopt

PRESBYTERIAN CHURCH

Director of Communications

Overview

Three Chopt Presbyterian Church is seeking a Director of Communications. The Director of Communications represents the unified voice of Three Chopt Presbyterian Church through mass communications and is responsible for TCPC's virtual presence, manages internal and external communication and implements new processes and mediums in order to improve the functionality and effectiveness of the ways in which we communicate.

Responsibilities

1. Designs, edits, and publishes print and web-based media including bulletins, presentations, graphics, newsletters, brochures, flyers, signage and collateral pieces.
2. Maintains the church social media presence and the content on the church website.
3. Provides guidance and leadership in understanding and implementing communication technology updates and changes.
4. Regularly solicits pastors, staff and volunteers to provide content that is relevant and timely.
5. Engages with the TCPC community and beyond to the broader community.
6. Creates and maintains communication components such as branded email addresses, aliases and groups, Google forms, staff email signatures. Catalogs photos throughout the year for use in marketing and video.
7. Prepares and manages paid advertisements and job postings through multiple platforms and organizations.
8. Participates in weekly staff meetings.
9. Manages communication volunteers
10. Performs other duties as assigned and proactively looks for opportunities to serve.

Required Skills/Experience

1. Excellent communication and presentation skills.
2. Proficient in website content management and design.
3. Proficient in using social media sites --Facebook, Twitter, LinkedIn, etc. as well as social media scheduling applications.
4. Proficient with Adobe Creative Suite software, Google Workspace, and Canva.
5. Proficient in video capture and editing.
6. Excellent attention to detail.
7. Work skills and habits to prioritize and respond to project needs and to meet weekly/monthly schedules.
8. Familiarity with email marketing software (i.e., Constant Contact).

Reports to Pastor – Head of Staff

Schedule: Part-time position, flexible, mostly remote; on-site for staff meetings and special occasions (25 hours/week)

Salary: \$22,000 per year

If interested in this essential part of our ministry, please respond to jobs@threechoptchurch.org. Qualified candidates will be contacted for an interview.

Other Considerations

Each member of the Ministerial and Support staff of Three Chopt Presbyterian Church should keep in mind the spiritual nature of church work and conduct himself/herself accordingly at all times. This requires maintaining confidential information and sensitivity when working with pastoral concerns, financial and other sensitive information. Appropriate dress is required by each staff member and reasonable business attire is worn unless otherwise advised by the Pastor. The nature of church work requires close association, cooperation and collaboration amongst all staff members.