



# Three Chopt

## PRESBYTERIAN CHURCH

— *an inviting family of compassion* —

### **Interim (October - November, 8 weeks) COMMUNICATIONS SPECIALIST**

#### Overview

The Communications Specialist represents the unified voice of TCPC through mass communications and is responsible for TCPC's virtual presence. The Communications Specialist 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.
6. Participates in weekly staff meetings.

#### Required Skills/Experience

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

#### Reporting Relationship

Reports to Pastor – Head of Staff

#### Schedule

\*\*This position fills in for the maternity leave of our current director and spans ~October and November

Part-time position, flexible, mostly remote; on-site for staff meetings and special occasions (10hrs @ \$18/hour)

### 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 among all staff members.

### **Contact:**

Rev. Christopher Tweel, Head of Staff; [christopher@threechoptchurc.org](mailto:christopher@threechoptchurc.org)