

## Westwood First Presbyterian Church Communications Coordinator

15-20 hours/week

Westwood First Presbyterian Church seeks to develop a community of faith through strong Biblical teaching and opportunities for Christian growth and service. Westwood First seeks to know Jesus Christ and to make him known through worship, praise, preaching, and teaching. Church members give of their time, talent, and money as they serve their community and the world. Westwood First welcomes all in the unconditional love of Christ.

Westwood First seeks a Communications Coordinator to support the Pastor with church communications. Imagery-editing and writing will be an important part of this job. This person should be an excellent communicator with strong attention to detail. The ideal candidate will have social media marketing experience. Ultimately, the Coordinator's goal will be to help ensure clear communication of our church's message across all channels.

### General Duties

- Help develop and implement communications strategies
- Participate in assessing, developing, and implementing communications strategies.
  - Regular church communications to church members and leadership (telephone, emails, monthly newsletter, announcements, bulletins, mailings)
  - Worship bulletins
  - Posters and flyers
  - Special projects
- Assist Pastor in maintenance of web content and execution of social media strategies
- Assist Pastor in setting up virtual meetings (knowledge of Zoom a plus)
- Maintain church calendar and outside electronic sign
- Communications with surrounding community designed to generate interest in the church and its ministry
- Weekly website updates
- Website event promotion—fundraising, seasonal mission giving
- Regular posts to Facebook
- Miscellaneous administrative tasks (record-keeping, church manuals, etc.)
- Assist with videography (record/live-stream) of worship services as needed

### Qualifications

- A servant's heart, compassion, and maturity of Christian character
- Some familiarity/working knowledge with:
  - the Bible
  - worship in Presbyterian Church (USA) or other similar denomination
  - the church liturgical calendar
- Knowledge of basic desktop publishing, bulletin, flyer, and brochure design
- Competence in MS Office (Word, Excel, PowerPoint, Publisher, Outlook)
- Familiarity with WordPress
- Knowledge of Creative Cloud applications, especially InDesign, and Photoshop is a plus
- Familiarity with ACS Technologies or other church email marketing tools

- Experience with design of social media related imaging and posting to social media, especially Facebook and Instagram
- Willingness to attend trainings and seek out ways to constantly sharpen administrative and communication skills
- Excellent verbal and written communication skills, with strong attention to detail
- Must be creative, flexibility and able to work well within time constraints
- Must be able to maintain confidentiality and demonstrate sound judgment.