



Knox Presbyterian Church
3400 Michigan Avenue
Cincinnati, OH 45208

Communication and Technology Specialist

Knox Presbyterian Church seeks one or more candidates to fill a fulltime equivalent position as a Communications and Technology Specialist to build on and develop further a robust program of effective communication strategies and worship resources for internal and external audiences employing various forms of print and digital media. The incumbent advises and collaborates with staff and lay leadership on the most effective strategies for communicating the vision to which God has called us.

Reports to Pastor/Head of Staff

General Responsibilities include to:

- Standardize and monitor messaging and the publicizing of events across all platforms: digital, print, broadcast and in person including email newsletters, publications such as *Touchpoint*, press releases and information for radio outlets.
- Oversee and provide technical support for worship services in unique formats including Fresh Spirit (less formal/contemporary), traditional, outdoor and virtual with live streaming of Fresh Spirit and traditional, as well as 4-6 seasonal and special worship services.
- Update and monitor the Knox Website.
- Monitor content for Knox's social media (12-15 posts per week), including Facebook, Instagram and Twitter.
- Establish and maintain a communications calendar to ensure the timely coordination of tasks among multiple offices, each dependent on the other, especially for the delivery of worship options.
- Write, contribute to or advise staff and lay leaders regarding communications that target various stakeholders.
- Maintain office and church-wide computer systems and technology, including staff computers, server, church database, phone and copier systems.
- Participate in weekly staff meetings and serve as a staff representative to the Growth and Outreach Committee and the Stewardship Committee. Participate in team meetings for key church projects and committees.

Required Skills and Qualifications

- A bachelor's degree or the equivalent in a communication related field;

- A minimum of five years of experience working in communications, marketing, journalism, digital media or a similar area;
- Knowledge of and experience with software including but not limited to those used in social media creation and management, web design, livestream production, video, audio and photo editing, graphic design; comfortable with Microsoft Office Suite.
- Familiarity with social media as communication and community building tools.
- Commitment to serve a multigenerational congregation and a multiracial/multicultural community by considering the unique characteristics and needs of each in crafting and executing a communications plan.
- Ability to stay abreast of new developments in communication and associated technologies and recommend new or modified approaches as needed.
- May supervise contract employees and volunteers from time to time.

Knox encourages applications from candidates who may not have expertise in all areas of the general responsibilities but who are willing to develop new knowledge and skills.

Fulltime, exempt. Requires occasional evening meetings and Sunday morning on site support.

Salary is commensurate with experience.

Preferred start date is June 1, 2021. The position is open until filled.

Located in the Hyde Park area of Cincinnati, Ohio, Knox Presbyterian Church, a member of the Presbyterian Church USA, is a congregation of 1200 members with 21 full and part time staff. As a Matthew 25 church, Knox is committed to “serve the least of these” in our community and around the world.

Knox is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please submit statement of interest and resume to hr@knox.org.