

# Publications & Communications Manager

Hours: 21 hours per week – Flexible but Thursdays and Fridays are busy days to get ready for Sunday.

Pay and Benefits: Please talk to the Church Office Manager

## Job Description:

- Information Gathering for Promoting Church Events – Proactively collecting information from pastors, elders, deacons, ministry leaders, bulletin submission forms, Event/Activity Requests, social media, etc.
- Enter Event/Activity Requests into the church calendar and maintain/update/print calendars as needed - knowledge of Church Art Pro Calendar program
- Responsible for the weekly/monthly/yearly **PRINT** publications and their distribution:
  - Including weekly bulletin, notes, inserts, communication cards, signs, etc.
  - Including periodic production of rack cards, magnets, welcome booklet, ministry/event brochures, directories, registration forms, note cards, and all other church publications
  - Graphic Design including periodic new artwork/graphics for posters, ads, banners, etc. Knowledge of Photoshop Elements (or other similar program) and the ability to work in the layers palette. Knowledge of different graphic file types: .jpg, .png, .eps, .pdf and how they function.
- Responsible for the weekly/monthly/yearly **DIGITAL** publications and their distribution:
  - Weekly Digital E-news - familiarity with Constant Contact and/or MailChimp email marketing programs
  - Church Website Design & Management - knowledge of Wordpress content management system and a working knowledge of the dashboard, html code, templates, widgets, plugins, posts, pages, etc.
  - Web Hosting – Know your way around the cpanel in the church web host program (Bluehost.) Ability to upload sermon MP3's to the host. Knowledge of site protection through SiteLock.
  - Podcasting – creating posts to load sermons on COBC's Apple/Itunes Podcast
  - Managing Church Social Media Posts requires familiarity with all social media outlets including but not limited to: Facebook, Twitter, Pinterest, YouTube, Instagram, etc.
  - Create Sunday and Women's Ministry power points. Load countdown timers and offertory videos into Worship Center computers. (Must know how to convert videos into appropriate file types: .wmv, etc.)
  - Create artwork for digital media – knowledge of the free online program Canva is helpful here
- Keeper of all the church staff email accounts and forwards. Knowledge of Outlook, Gmail, Yahoo, etc.

## Attributes of a good Publications & Communications Manager:

- **Visionary:** Applicant needs discernment, decision-making skills and the ability to look ahead to plan an appropriate promotional strategy for any given event on the church calendar.
- **Self Starter:** Applicant must be a person who is sufficiently motivated or ambitious enough to see what needs to be done and does it without moment to moment supervision.
- **Learner:** Applicant must have a deep love of learning and the ability to change and grow in order to keep up with the latest communications techniques.
- **Humility:** Applicant should have the ability to fail/try again as there may be many renditions of a project before the design is finally approved. Also humility/wisdom is needed for how, when, and where to delegate.
- **Detail-Oriented:** Applicant should have a good command of the English language, proper grammar, and punctuation as well as a keen editing eye in order to catch errors in church publications.
- **Skilled:** Applicant needs to be highly skilled in using office machines, typing, answering phone calls, computers and computer programs such as Microsoft Word, Publisher, Power Point and Photoshop Elements.
- **Faith:** This job requires a close walk with Jesus. You can do all things through Christ who strengthens you.