

Calvin Presbyterian Church
Communications & Community Outreach

Title: Communication & Community Outreach Position

Job Summary: Responsible for all internal & external communications, including the expansion of digital communication, social media and marketing, to engage current members and attract new members.

Location: Calvin Presbyterian Church - 10445 SW Canterbury Lane - Tigard, OR 97224

Classification: Preferred - Regular part time, hourly, non-exempt. Will consider - Independent Contractor

Work Schedule: Generally, Monday - Friday; average 20 hours/week; adjustments for seasonal demands. Occasional evenings and Sundays. Some ability to work remotely.

Accountability: reports to Pastor, Head of Staff and/or Office Manager.

Duties and Responsibilities

- Perform a communications audit of the organization; develop and implement a communications plan that supports the values and vision of the congregation.
- Produce all publications and communications.
- Identify and implement the necessary steps to make the shift from non-digital to digital communications in all aspects of congregational life.
- Maintain and expand the use of the church's website, including: content, online giving, master calendar, member directory, program/volunteer registration.
- Build, manage and expand the church's social media presence.
- Digital advertising, marketing, and public relations efforts.
- Coordinate a branding campaign that includes a consistent message, voice, style, appearance, use of logos and images in all communication.
- Work proactively to implement new initiatives including weekly e-message, use of video and podcasts, a church app, and other emerging technologies.
- Attend staff and planning meetings to gather information for weekly and long-range plans and events.

QUALIFICATIONS

Education: Bachelor or associates degree in Communications, Marketing or similar field, or proven ability and experience.

Technical

Marketing and Publication: Desktop Publishing, including MS Publisher.

Graphic Design: Photo Editing and Visual Communication.

Web Design: Mura (currently in use), Word Press, Aveda or equivalent.

Social Media: Facebook, Twitter, Instagram, YouTube, etc.

Microsoft Office 365: Word, Excel, PowerPoint, Publisher, Outlook, Access, Calendar, Exchange, SharePoint.

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Church Management software: timely member/visitor data entry and management; experience with CCIS (Church Management Software) is a plus.

Personal

Religious Knowledge: General understanding of mainstream Protestant tradition, language and practice is a plus.

Communications: excellent written, oral and interpersonal communication skills. Proficiency in spelling and grammar. Capability to quickly generate content for all platforms. Ability to relate positively with volunteers, members, the public and staff.

Individual: maintain confidentiality; honesty, integrity.

Work Habits

Focus on results. Metric driven. Commitment to quality and excellence. Take initiative. Manage multiple projects and meet deadlines. Team-player, knows how to have fun, and enjoy working with others.

Additional Requirements:

A criminal background check.

Two references.

Agree to all required employment policies.

Must be able to carry/lift 25 pounds.

Proficiency with budget preparation and fund accounting a plus.

Resumes may be sent to

Pastor Jim Wallace: jwallace@calvinpresbyterian.org