

JOB POSTING

Communications Specialist First Presbyterian Church of New Haven

Compensation & Time Expectations

Part-time (8-10 hrs/week)

Pay Rate: \$20/hour

Hybrid: presence on site, in-person meetings, remote work

Must be located in New Haven area

Purpose Of Role Within the Church

The communications specialist is responsible for creating clear, compelling, and creative content to communicate news and events internally to the First Presbyterian congregation, and communicate our identity and mission externally to the broader community.

Responsibilities include

- Graphic design
 - Create photos and infographics to accompany social media, event and newsletter content (Canva-based)
 - Create infographics for use on church materials such as bulletins, signs, bulletin boards, and printed communications
- Maintain church website
 - Attend in person weekly staff meetings (Wednesdays at 11am)
 - Coordinate with the Office Administrator, Pastor and standing committees to ensure accuracy of content and post of important events
 - Coordinate with the Office Administrator, Pastor and committees to ensure accuracy of content and post of import events on church calendar
- Develop church social media presence
 - Create 2-4 posts weekly
 - Includes monitoring accounts and responding to social media inquiries
- Oversee weekly e-letter
 - Gather announcements and content for weekly e-letter
 - Copy edit for clarity
 - Design e-letter for ease of reading

Experience and Background

- Experience in a progressive, mainline faith community and familiarity with faith-based language and theology
- Familiarity with New Haven community
- Proven ability to communicate clearly and effective
- Familiarity and ease with digital communication
- Graphic design training
- Ability to employ and use a brand kit and style guide

Reporting:

This position reports to the Pastor. This is an hourly, part-time position that receives an assessment and review on an annual basis

To Apply:

Send a cover letter, resume, and sample of graphic design work and social media accounts to Emily Scott at pastor@fpcnh.org.

Materials will be received until May 15