

Communications Coordinator Job Announcement

Calvary Presbyterian Church PC(USA) is a Matthew 25 church whose members are dedicated to being active disciples and making a difference in our community and the world around us. We have recently expanded our communication efforts through worship livestream and online technologies to assist in congregational and community communications.

We are seeking a Communication Coordinator, with oversight from the Communications Committee, to organize, implement and oversee effective communications within the church and the community through website, social media, print media and other media opportunities. This is a new position and has a dedicated team of staff and members of the Congregation who will work with the Coordinator to ensure the appropriate resources and training are provided to perform the job.

Specifications:

- Gather, organize and generate information about the congregation, ministries, programs, special events and activities that captures the core values and assets of Calvary.
- Maintain clear and direct communication with relevant church ministries and staff members.
- Ability to write and implement a variety of content to support communications including brochures, newspaper articles, flyers, e-newsletters, website, and social media.
- Design promotional materials (flyers, banners, signs, posters, displays and graphics for worship livestream and social media).
- Manage the church's Facebook page, Instagram, Vimeo and other social media accounts.
- Willingness to learn new technologies, including those to support church livestream.
- Ability to multi-task and detailed oriented.
- Ability to self-direct and work as a member of a team.
- Willingness to assist with routine office duties as needed to support the general operations of the church.
- Other duties as assigned.

Requirements:

- The position is part time, 20 hours per week and allows for some of the work to be performed remotely.
- Attendance at staff and committee meetings, special events and other in-person meetings is expected.
- A demonstrated knowledge of written communications and graphic design required.
- Experience in social media, e-newsletters, Windows 10, WordPress and Vimeo is helpful.

How to Apply:

Submit Cover Letter, Resume, and Three Professional References to:
officecalvary@icloud.com or Calvary Presbyterian Church 695 School Street Indiana, PA 15701