



Media and Communications Specialist:

The media and communications leader will lead all components of communications and marketing to add inspiration, motivation, and clarity to church messages. Communication is the first step to implementing growth within multiple levels of the organization by unifying and aligning communications. As a centralized part of the ministry, the media and communications leader will help convey the church's vision.

Mission: To advance communication efforts in order to motivate and develop Christ-centered people who make a difference, by helping them connect with Christ, Transform in Community, and Engage their World.

Qualifications and Skills:

- Has excellent communication skills in writing and visual arts design
- Demonstrates consistent experience across multiple touch points:
 - Websites
 - Print
 - Promotions
 - Social Media (including Facebook, Instagram, and Twitter)
 - Video
 - Worship Arts
 - Brand Management
 - Media Relations
- Demonstrates competency in most of the following software:
 - Microsoft Office
 - Photoshop
 - In-Design
 - Illustrator
 - Dreamweaver
 - Mac and PC Operating Systems

Responsibilities:

- Responsible for vendor management relationship and communication.
- Produce bulletins and announcements for Sunday morning, Lenten services (noon and Kairos), Memorial Services, Trent Symposium worship, and occasional services.
- Publish (both print and website) Brochures, Planned Giving, Special Projects List, Guidance for Memorial Services/Weddings, Stewardship, New Member Materials, CE booklet, Annual Report, Bedtime for Children, Agenda for Symposium, Youth fliers, forums, and sermons.
- Maintain and update website and social media on a regular basis and serves as the Webmaster for the church's website.

- Exploring and implementing new media including text message notices, live stream worship, phone apps, and conference calls.
- Responsible for editing and branding calling cards, letterheads, signage, staff name tags, and archived literature.
- If needed, provides leadership evaluations and mentor existing communications staff and volunteers.

Helpful Characteristics:

- Creative – able to think out of the box and design communications that get the attention of the culture.
- Strategic – a gift to see the big picture and design systems that make all the pieces fit together.
- Implementer- able to execute proposed tasks and projects.
- Loyal – believes in the vision and tenaciously communicates it.
- Organized – ability to spin multiple plates while managing time and meeting deadlines.
- Progressive – innate sense of where culture and technology is headed with the discernment of when to change.
- Practical – makes sure in the midst of creativity, art, and design, people get the message.
- Intuitive – can trust their gut and knows if something will work within the context of the culture.
- Communicator – can naturally translate concepts and communicate clear messages through art and words.
- Influencer – relationally connects and influences others to jump on board with new ideas.
- Good Eye – an inherent sense of what artistically works when directing graphic, web, and video design/production.

Additional:

Education:

Regular time set aside for continuing education with expenses covered within budget.

Accountability:

The Communications Administrator would work directly with full time pastoral staff, with Rev. Elizabeth Link providing primary supervision.

Hours and Compensation:

This position is product-oriented. Second Presbyterian is open to negotiating hours and compensation with qualified candidate. We are flexible as to work done remotely or on site.

Interested candidates should email their resumé or LinkedIn profile to 2PCSearchCommittee@gmail.com