

Congregational United Church of Christ Greensboro, NC
Communications Coordinator

In a part-time capacity, the primary responsibility of the Communications Coordinator is content creation ensuring consistency in messaging across all communication channels (print and digital). The Communications Coordinator contributes to the development and implementation of overall communication strategies aligned with church goals. The Communications Coordinator works directly with the Pastor and church leadership (Council) to support the Church as it fulfills its stated mission.

- Prepares, edits, and produces printed publications including, but not limited to, the weekly bulletin and inserts, seasonal devotionals, annual reports, stewardship campaign materials; provides electronic files to Office Manager for printing and distribution
- Prepares, formats, and edits weekly e-news. Utilizes a Web Based email marketing platform (Mailchimp) to transmit various communications including the weekly e-news to members and regular attendees
- Creates promotional materials to support events, programs, and campaigns; works with staff and volunteers as appropriate for said events
- Ensures consistency across print and digital communication including images and content reflective of stated messaging provided by pastoral leaders; creates a style guide inclusive of fonts and colors
- Coordinates church presence on social media platforms (Instagram, Facebook, etc.) in collaboration with Lead Pastor
- Maintains and updates website using WordPress in collaboration with Lead Pastor to ensure consistent imagery and messaging
- Follows the latest digital media development and trends, and adapts to newly developed apps and software
- Maintains an accurate Procedures Manual for all duties

Qualifications/ Competencies

- Demonstrates a commitment to supporting the work of the church
- Functional knowledge and proficiency with communications technologies, including Microsoft Office applications, Google applications, MailChimp, WordPress, Canva
- Demonstrated capacity to learn and integrate new software.
- Understanding of effective copywriting, graphic design, layout, and publishing
- Outstanding creative graphic design skills; portfolio required
- Strong, effective copywriting skills
- Creative and innovative
- Familiarity with best practices on website and social media platforms
- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Successful background check required

Work Schedule

- 8 hours weekly average; 8-12 hours seasonally (October – November, January, Lent/Easter, Advent/Christmas)
- Remote; days of week dependent on publications deadlines

To express interest in this position, please submit your resumé to jobscucc@gmail.com.