



Part-Time Communications Associate

Position Summary

The Communications Associate is responsible for working with the clergy to develop and implement the church's communications strategy to effectively share our mission, engage our congregation, and reach our community. This individual will oversee digital communications, social media, website management, livestream production, and printed marketing materials while ensuring a consistent and compelling church brand across all platforms.

Key Responsibilities

Digital Communications

- With the Clergy, develop and execute a comprehensive communications and marketing strategy.
- Create engaging content for social media platforms, including Facebook, Instagram, YouTube, and other relevant channels.
- Plan, write, schedule, and publish regular social media posts that promote worship services, ministries, events, and community outreach.
- Monitor social media engagement and respond appropriately to comments and messages when needed.
- Analyze engagement metrics and recommend improvements to increase reach and effectiveness.

Website Management

- Maintain and regularly update the church website with current information, events, live stream recordings, ministry opportunities, and announcements.
- Ensure website content is accurate, visually appealing, and user-friendly.
- Coordinate with ministry leaders to keep online information current.

Livestream & Media Production

- Oversee the livestreaming of worship services and special events.
- Coordinate volunteers or staff involved in media production.
- Ensure audio, video, and streaming equipment function properly and troubleshoot issues as needed.

- Upload worship services and sermon recordings to appropriate digital platforms.

Print & Graphic Communications

- Design and produce print materials including:
 - Fundraising campaign brochures and promotional materials
 - Newcomer and visitor brochures
 - Event flyers and posters
 - Worship series graphics
 - Ministry promotional materials
 - Other communication pieces as needed
- Maintain consistent branding across all printed and digital communications.

Collaboration

- Work closely with clergy, staff, and ministry leaders to communicate church initiatives effectively.
- Attend and assist in promoting church-wide events, outreach efforts, stewardship campaigns, and special worship services.
- Recruit and supervise volunteers who assist with photography, videography, social media, or livestreaming when appropriate.

Qualifications

- Strong commitment to the mission and values of the church.
- Experience in marketing, communications, public relations, or a related field.
- Excellent written and verbal communication skills.
- Demonstrated experience managing social media platforms and creating engaging digital content.
- Experience maintaining websites using content management systems.
- Knowledge of livestreaming technology and basic audio/video production.
- Graphic design experience using Canva, Adobe Creative Suite, or similar software.
- Strong organizational skills with the ability to manage multiple projects and meet deadlines.
- Ability to work independently while collaborating effectively with church staff and volunteers.
- Photography and video editing experience is a plus.

Desired Qualities

- Creative thinker with a passion for storytelling.
- Strong attention to detail.
- Flexible and adaptable in a ministry environment.
- Professional, dependable, and approachable.
- Ability to maintain confidentiality and represent the church with integrity.

Compensation

- Part-time position (approximately 20 hours per week).
- Compensation commensurate with experience and qualifications.
- Some evening and weekend hours required for worship services and special events.

To apply, send your resume and letter of interest to the Rev. Anne Wright at RevAnne@ChristChurchEaston.org.