

Communications Assistant

Job Description

Highland Presbyterian Church in Street, MD is seeking a part-time Communications Assistant. This person will be responsible for Highland's communications activities and online media presence for the purpose of greater congregational engagement and connecting the community with the life and mission of Highland. The Communications Assistant will report to the Pastor as Head of Staff and to the Session Personnel Committee.

Responsibilities

Life of Church Involvement

- Photograph events and/or recruit volunteers for photographing key events/activities
- Facilitate and maintain Highland's professional digital/online presence in our community
- Maintain an up-to-date church master calendar

Recurring Communication Tasks

- Finalize the printing and posting of weekly worship bulletin
- Prepare and disseminate weekly event and news announcements
- Prepare and disseminate monthly newsletters and reports as required
- Prepare and disseminate advertising materials for external events
- Send timely reminders for meetings, worship assistants, communion servers, and newsletter submittals
- Prepare outgoing correspondence as requested by the pastor, church staff, session, deacons, and/or trustees
- Check church email and voice mail messages during weekdays and respond courteously and efficiently or make appropriate referrals

Social Media, Web, and E-mail communications

- Maintain website through posting regular updates, news, announcements, etc.
- Update website design/layout changes as required
- Utilize photos and videos to convey information & engage followers
- Create and monitor social media posts
- Create effective advertising materials

Miscellaneous

- Create/maintain member databases, registries, lists, sign-ups, etc. required for church operations
- Create and maintain photo archive
- Keep information current with ministry updates & events
- Prepare visitor packets and other ministry materials
- Maintain all office/church worship supplies—order as needed
- Maintain/call for maintenance of copier and other equipment as needed
- Communicate with the Prayer Ministry and congregation
- Prepare Baptismal Inserts, Certificates, Bible Bookplates
- Keep records of assistance provided to those in need

Skills & Qualifications

Required

- Experience with or demonstrated ability to learn web page maintenance via website builder apps (WIX, GoDaddy, etc.)
- Proficiency in Microsoft Office 365 environment – Word, Excel, Teams, SharePoint
- Effective communication and editorial skills
- Excellent knowledge of English composition and punctuation

- Teachability, flexibility, willingness to receive creative input and direction, and learn/adapt to changing digital environment
- Good outreach skills and ability to create relationships/connections
- Ability to effectively lead, train, and manage volunteers
- Professional and positive attitude and behavior, ever conscious of the need for confidentiality
- Problem solving abilities
- Ability to meet deadlines
- Keep current with design, web, and social media trends
- Ability to work independently

Preferred

- Video creation/production skills to create video content in support of Highland's communication activities for both internal and external ministry and outreach

Hours & Availability

- 15-20 hours per week
- Flexible work environment including minimum of one day in the church office (preferably Friday)
- May work remotely for the remainder of the week

Please submit letter of intent and resume, and references to Personnel Committee Chair, Pete McCallum at plmccallum@gmail.com and/or to Pastor Ray Meute: pastor.meute@verizon.net.