



Communications Specialist • POSITION DESCRIPTION

Our Mission: We exist as a congregation to know Jesus Christ and to make Him known: to proclaim the good news of Jesus Christ so all may come to know and love Him; to nurture His people in joyful faith, fellowship, and commitment; and to demonstrate His way of love in service to the world.

Job Title Communications Specialist

Job Status Part-time – approximately 25 hours per week. Schedule is somewhat flexible.

Purpose To manage, maintain and develop communications media and avenues for communicating with church members and for reaching out to those not yet part of the FPC family. To provide technical and creative support for church-wide communications.

Skills & Qualifications

- Is a professed Christian of sincere faith, seeking to grow in discipleship, has a love of Jesus Christ as Savior and Lord, and who is seeking to live a life commensurate with this faith.
- Proficient at maintaining and editing websites using CMS software, especially WordPress.
- Proficient with two or more Adobe Creative Suite programs (InDesign, Photoshop, Illustrator)
- Proficient with Microsoft Office programs (Word, Outlook, and PowerPoint).
- Excellent oral and written communication skills, including composition, proofreading, and editing.
- Strong organizational skills. Needs to be a responsible self-starter, able to prioritize and multi-task.
- Ability to establish and maintain consistently positive working relationships in an atmosphere that demands confidentiality, collaboration, team spirit, and humility.
- Ability to deal tactfully and compassionately with others.

Specific Responsibilities for this position

- Proactively seek relevant content for all communication media that positively supports FPC ministries and our church community.
- Maintain FPC website with attractive and accurate content, creating and editing communications media following FPC Communication Design and Style Guidelines and in accordance with FPC Privacy Policy.
- Create and promote content for FPC social media.
- Manage church's electronic communications/messaging services and distribution groups (currently through Constant Contact). Send weekly email announcements and other messages, in collaboration with ministry areas, as needed
- Design weekly bulletin inserts and weekly announcement PowerPoint slides.
- Update and maintain electronic message center (property sign).

- Update Electronic Messaging Center software (HyocoElite) annually.
- Prepare and update Church Directory information for Waunakee Tribune as needed.
- Provide design support for print and digital materials as requested by ministry areas (e.g., advertisements, brochures, flyers, postcards, banners).
- Publish FPC Annual Report in January with support from church staff and Session.
- Create and print annual Advent mailing and Pledge season materials.
- Manage Faces of Our Family (FOOF) wall photo updates for Staff, Elders, and Deacons.
- Ensure accuracy and completeness of all media messaging.
- Maintain files and records as they pertain to this position.
- Provide backup or assistance to Administrative Assistant and Church Business Administrator or other staff as needed.
- Establish and maintain positive working relationships with others.
- Maintain confidentiality in all situations when and where needed.
- Other duties as assigned.

Accountability

This position is accountable to the Church Business Administrator and ultimately to the Session through its Personnel Ministry Team.

Evaluation: Performance reviews will be conducted by the Church Business Administrator.

Terms: Employment will be on a probationary basis for the first three months.

Approved by Session: _____ Date: _____
Clerk of Session

Accepted by Employee: _____ Date: _____