

Job Description
Communications Manager
Carter-Westminster United Presbyterian Church

Objective

To publicize CWUPC's story, including its regular and special worship services and special events and to increase awareness of the Church's ministries and outreach within its congregation, the local community, and beyond, through all available channels, including traditional print media, web site and social media.

Duties

1. In consultation with Senior Pastor and Session, develop a plan to increase awareness of CWUPC's ministries.
2. WordPress website maintenance and updating. Creating a procedure for maintaining current content.
3. With approval from Session regarding budgetary constraints, arrange for web hosting and search optimization.
4. Assist Senior Pastor and Session in planning and publicizing special events, such as concerts, picnics, parking lot events. Suggest outreach events that may be well received in the community.
5. Maintain contact with local news sources and on-line forums that might be used to publicize our story.
6. Manage our social media and digital marketing strategy and content creation. .
7. Advise on best use of Electronic sign visible from Pratt Ave.
8. Meet with Session as requested, at least semi-annually.

Position Description

This is a part-time position, contemplating a commitment of 10 hours/ week. Hours are flexible, and remote work possible. Salary commensurate with experience. The position reports to Session through the Pastor.

Qualifications

- Experience in publicity/ communications with non-profit organizations; church experience preferred.
- Strong understanding of and experience with social media and web technology.
- Web design experience and capability.
- WordPress website framework familiarity and editing experience.
- Copywriting ability and basic graphic design capability.
- Networking skills, to make connections with community leaders, media outlets, and other organizations within the community, as well as the Presbytery of Chicago and PCUSA.