



Shallowford Presbyterian Church

Position: Communications Coordinator

Shallowford Presbyterian Church is seeking a Communications Coordinator who is diverse and multi-faceted, with excellent grammar skills. The Communications Coordinator will maintain www.shallowford.org and other communication materials in an effort to support the various ministries within the church and to invite members, visitors, and returning worshippers.

Job Title: Communications Coordinator

Position Details:

- Direct Report: Director of Communications
- Hourly Position: 20 hrs./week
- Work Schedule: Monday through Thursday, 9:00 a.m. to 2:00 p.m.
- Eligible for paid holidays consistent with the personnel manual

Primary Responsibilities:

- Ensure the church website is accessible and user-friendly to members, churches, and guests. Day-to-day operation includes:
 - work directly with program staff to keep site current (*weekly*)
 - add upcoming events and announcements (*weekly*)
 - analyze and report page stats (*monthly*)
 - manage and update the WordPress Theme/template (*as needed*)
 - manage and process WooCommerce sales (*seasonally*)
- Compile, design, and schedule church newsletter in MailChimp (*weekly*)
- Compile, design, and schedule Sunday worship email in MailChimp (*weekly*)
- Generate social media content (*weekly*)
- Record and analyze weekly livestream worship statistics (*weekly*)
- Create bulletin(s) for worship services in InDesign (*weekly*)
- Manage shallowford.org email addresses through Google Suite (*as needed*)
- Work directly with the director of communications to engage members and the local community (*as needed*)

Desired Skills & Qualifications:

- Bachelor's degree in marketing, communications, or similar field
- Minimum two years of experience in communications or marketing
- Minimum two years of experience creating social media content for professional groups/pages

- Excellent written communication skills
- Detail oriented, able to prioritize assignments, multi-task, and meet deadlines
- Proficient in WordPress, Photoshop, InDesign, Canva, Google Suite
- Basic graphic design experience
- Ability to establish effective working relationships with staff

Applications & Nominations:

Applications and nominations should be directed to:

Rebecca Porter
Director of Communications
rporter@shallowford.org