

The Communications Specialist is responsible for developing, executing and measuring a comprehensive communication plan that utilizes print, electronic, and digital media.

Responsibilities

- Develop and implement a communication strategy that includes media outreach and social media content creation.
- Produce content and manage weekly digital devotion, daily emails, digital signage, congregations media outlets including Facebook, Instagram, Twitter, YouTube and St. John's blog
- Create content and manage the development of the congregation's print communications, including a monthly newsletter, seasonal devotionals, weekly bulletin inserts and print advertising
- Graphic design
- Website updates to content, page design and form building
- Oversee all public relations and branding, including local media sources
- Creative contribution input to digital team
- Provide communications support to office and program staff

Requirements

- College degree in communications or related field
- Minimum of 2 years experience in communication strategy development
- Excellent written and verbal communications skills
- Expertise in graphic design
- Experience in WordPress
- Experience with Adobe Creative Suite, Proficient in Photoshop
- Works well under pressure and meets tight deadlines
- Experience with MS Office, emails, and related business and communication tools
- Attention to detail
- Ability to organize and prioritize tasks

Starting salary \$35,000 - \$40,000 depending on qualifications.