



LAKEWOOD

United Church of Christ

an open and affirming church

Part-time Director of Communications Position

Lakewood United Church of Christ is seeking an experienced part-time Director of Communications for approximately 20 hours per week. Lakewood UCC is a diverse, growing, progressive, Protestant Christian church, Open and Affirming of the LGBTQ community. We are located a few blocks SW of 6th Avenue and Wadsworth Blvd. For more information about our church, please visit our website: www.LakewoodUCC.com.

Job Description:

We are seeking qualified candidates with graphic design, layout, web and social media skills to help with the overall communications of the church. The Director of Communications is responsible for creating and printing weekly bulletins, monthly newsletter, maintaining our website and social media channels, membership database, weekly and other email communications, keeping the church calendar current and administrative support for all staff including mail, phones and ordering office supplies. Some light lifting is required.

Qualifications:

We are seeking a well-organized, self-motivated, team player with the ability to maintain confidentiality with sensitive information. Qualified candidates need to be very comfortable with current computer technology and must be proficient in all standard Microsoft Office programs (Word, Excel, Publisher), graphic design tools (Photoshop, Illustrator, InDesign) as well as various internet applications (such as WordPress, MailChimp, Canva). This position requires excellent written and verbal communication skills, and the ability to multitask and prioritize projects in a busy office environment. Selected candidate will be comfortable working in a fun and team-oriented community that is committed to a progressive Christian message.

Compensation:

\$12.00-\$15.00 per hour depending on qualifications and experience. Federal holidays and vacation are included.

Contact Information:

Please email cover letter, resume and design samples showing your graphic/communication capabilities to personnel@lakewooducc.com with "Director of Communications" in the subject line of the email. Interviews will start in December with the individual starting January.