

**COMMUNITY CONGREGATIONAL CHURCH OF MANITOU SPRINGS, CO UCC**  
*December 2018*

**Position and Hours:**                   **Communications Director    20 hours per week**  
Office Hours, 4hrs/day Tue-Fri, and Sundays 8:30am – 12:30 pm

**Primary Responsibility:** This person works with the Pastor, Church Council, and CCC Teams & Groups to provide effective, creative, and consistent communications within/between the church and community. This person will aid the church in achieving its mission of love and faith witness.

**Personal Characteristics & Skills:** This person must be an organized self-starter who works well with others. They must be a good communicator, both written and orally. Tactful assertiveness is a must, as is a good sense of humor and flexibility. Must be able to learn new software as needed.

**Qualifications**

- Experience with all aspects of digital communications including website management, basic graphic design, and content writing
- Competence in using Microsoft Office software: Word, Excel, Outlook, PowerPoint, Publisher
- Experience with Dropbox/Google Drive and shared documents
- Strong and positive communication skills
- Detail-oriented, organized, and self-initiator with good time management skills
- High level of confidentiality

**Job Responsibilities:** This position is multifaceted and requires the ability to maintain several ongoing programs & responsibilities that may or may not be related. The responsibilities include, but are not limited to, the following:

**Community Engagement/Social Media Management**

- Website/Newsletter design & maintenance (including content generation)
- Advertising & Promotion
- Facebook/Instagram development
- Livestream Coordinator (via Facebook Live or YouTube)

**Worship/Ministry/Outside Group Support**

- Create worship bulletins and announcements for print/email distribution
- Music License Reporting, Worship Attendance gathering/reporting, Name Tag mgmt.
- Special Event/Fundraising Support (e.g. ad design, PR materials, printing)
- Volunteer Coordinating & Community Event PR within Congregation
- Wedding/Funeral Program Design/Printing

### **Congregational Communications**

- Manage Calendars, Contact Lists/Directories, and distribution lists.
- Digital/Written Communications for Congregation
- Annual Meeting Support (Report Booklets, Ballot design, etc.)
- Reminders and duties to all Teams and Groups
- Special Offering Campaign Support (5x/year)

**Accountability:** The Communications Director will be hired by and responsible to the congregation through the Church Council. The Communications Director will report to and be supervised by the Pastor and Clergy/Congregation Relations Team.

**Compensation:** \$12-15/hour, commensurate with experience.

**To Apply:** Please send resume, including 2 references to [ManitouUCC.Pastor@gmail.com](mailto:ManitouUCC.Pastor@gmail.com)  
No phone calls please. **Application Deadline: DECEMBER 23, 2018**