Communications Coordinator

Takoma Park Presbyterian Church

Details

Job Type: Part-Time Hybrid (24-32 hours/week remote with onsite presence for staff meetings)
Start Date: January 31, 2025
Application Deadline: January 31, 2025
Education: High school diploma required; college degree preferred
Status: Regular Part-Time, Non-exempt
Compensation: USD $25 - $35/hour depending on experience
Benefits: Health Insurance, vacation, sick leave

Contact: personnel@takomaparkpc.org

About our Church

Takoma Park Presbyterian Church (TPPC) is a congregation of about 150 people, located in the heart of the City of Takoma Park. We are a loving, joyous, welcoming, diverse, inclusive and spirit-led community with a commitment to working for racial and social justice. Our church buildings serve as both a place of worship and a center of community activity and support. For 125 years, TPPC has provided space and support for more than 100 groups, including Scout troops, a childcare center, other spiritual and religious groups, and many youth sports groups. We also partner with Crossroads Community Food Network to provide a commercial kitchen for 17 business partnerships and a micro-enterprise training program.

Position Description

Mission: The mission of the Communication Coordinator is to assist with institutional communications within and outside the church and to assist the church with maintaining records.

Responsibilities: The Communications Coordinator is responsible for all institutional church communications, including the church's website, multiple email groups and lists, social media presence, video and audio files of the worship service, and YouTube channel. The Communications Coordinator is also responsible for maintaining the online church event calendar and administering the church's Google Workspace. The position works with the Congregational and Community Engagement Ministry in development and implementation of communication efforts. The position will work closely with the Pastor and/or Personnel Committee to prioritize projects and consult on how best to utilize volunteer efforts. This position is also responsible for making recommendations to the Church Session and/or Pastor regarding (a) resolution of communications issues, and (b) recommendations for improvement of Church Communications and/or record keeping systems.

Onsite Requirements. This position is for 24-32 hours per week. The position is remote, with the expectation that the employee will attend weekly staff meetings in-person.

Support and Supervision: The church plans to contract an IT help desk to provide support as needed. The position will be directly supervised by the pastor in consultation with the personnel committee.

Major Duties

- Responsible for the smooth operation of all aspects of communications both within and outside the church, as well as recordkeeping, as follows:
    - Prepare Bulletin for weekly worship and special services.
    - Administer the church's TPPCnewsgroups.io mailing list and subgroups, including but not limited to:
    - Approving incoming messages to TPPCnews;
    - Add members to TPPCnews and subgroups;
    - Create new subgroups as needed.
    - Manage, harmonize content and evaluate the utility of each of the church's communications vehicles:
        - The church's weekly What's What email newsletter, currently maintained on MailChimp, including composing content, incorporating articles and photos from church staff and volunteers, and adding church members to the list.
        - The church's social media accounts (*i.e.,* Facebook, YouTube) and create a church Instagram account.
        - The church website, including weekly blog posts previewing the worship service and video of the worship service; writing and soliciting website blog posts; updating and creating content for the various ministries of the church; and updating forms used by various ministries of the church for collecting pledges, orders for poinsettias and Easter Lilies.
        - The church listserv.
    - Provide Zoom support for staff, Church committees and church events.
    - Produce occasional special event or website videos.
    - Manage quarterly updates to the church directory.
    - Manage Google Workspace, including setting up accounts and contact emails for church ministries as well as access to databases and special files on the Google cloud accounts.
- Recordkeeping, including electronic membership records and assistance to the pastor and clerk on statistical reports to Presbytery.
- Updating current church records into an electronic format.

Knowledge Required

- Ability/experience in managing communication networks for small organizations. Church experience is helpful.

- High level of skill, knowledge and ability use various kinds of communications and organizational software, including Word, Excel, Gmail, etc.
- Ability to quickly learn and adapt to new software.
- Experience working with an email list manager (Mailchimp and/or Groups.io preferred).
- Experience working with a website Content Management System (Squarespace preferred).
- Experience working with cloud-based computing environment such as One Drive or Google Workspace.
- Experience working with video preferred (Clipchamp, VTC, etc.).
- Experience working with individuals/groups with diverse electronic skill levels and needs.