

COMMUNICATION MANAGER

Part-time, estimated 15-25 hours per week position at hourly rate of \$14.56. No benefits are associated with this position.

Job Summary: The Communication Manager will create, organize, plan, and implement effective faith-based communications to both internal and external audiences, aid ministry leaders and pastors in identifying and conveying the message, vision and mission of Prince of Peace (POP).

Key Duties:

- Remain current on creative, communication, and technical trends, and seek opportunities for more effectively communication with the congregation and community. Look for creative avenues to tell the stories of POP.
- Gather input from others to generate effective content according to established calendar and for ad hoc communication needs. Content generation responsibilities include: promotional materials in support of campaigns and events; development and production of video resources for internal and external ministry and outreach and to support the weekly service; updating POP website and social media accounts; maintaining well-organized library of digital assets available for use in communications. Other duties include supporting publication of weekly, monthly, and special newsletters and communication pieces.
- Develop volunteer teams as deemed necessary to accomplish communication goals. Enlist, equip, and encourage qualified volunteers such as artists, designers, photographers and writers.
- Work with staff and committee chairs to develop communication processes and define priorities to create a culture in which messages are communicated clearly, creatively, and effectively using all tools and capabilities available to POP.
- Create and implement a strategy for becoming more visible within our community and coordinate contacts between the congregation and community media. Promote church-related events and opportunities using multiple communication platforms.
- Develop, maintain, and uphold brand standards style guide for use in all communications.

Minimum Qualifications:

Degree in Communications, Media, or related field preferred, or equivalent experience.

If interested, please send cover letter and resume to secretary@popportage.org.