



# Chapin Presbyterian Church

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## Communications Director

**Location:** Chapin Presbyterian Church

**Classification:** Part-Time (Approx. 25 hours) Salary Position

**Job Summary:**

Responsible for the daily flow of communications at CPC. Complete tasks required for the efficient operations of the church during the week and on Sundays. Assist in the church office as needed.

**Responsibilities and Duties:**

- Production of the weekly bulletin for Sunday morning worship services, the weekly emailed Highlights newsletter and the monthly printed CPC newsletter.
- Send mass emails through Realm such as newsletters, events and special announcements.
- Oversee the design and implementation of all communication pieces, included but not limited to, videos & podcasts, graphics, social media (Facebook, Instagram, and Twitter), the CPC website and weekly Sunday announcements.
- Work with the Music Director and Worship team on information for the weekly slide show announcements.
- Assist with the Realm database, especially communications and events.
- Create and assist with other special publications as needed.
- Backup for the Office Manager as needed.

**Qualifications and Skills:**

- Organized and a self starter
- Teachability and a hunger to learn
- Creative and innovative
- Forward thinking
- Networker



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- Software proficiency
- Strong verbal and written communication skills