Village Seven Presbyterian Church
Job Description

Job Title: Communications Specialist

Purpose: This position is a ministry of service that helps develop and deploy digital content including email, website, and other social media. The ideal candidate will be responsible for crafting emails, website content management, graphic design for digital and print media, and managing social media platforms.

Department: Communications **Reports To:** Ministry Services Director

Pay Type: ☒ Hourly ☐ Salaried **Time Required:** 40+ hours per week

Eligible for Overtime: ☒ Yes ☐ No **Supervisory Position:** ☐Yes ☒ No

Works closely with: Administrative Staff, Communications Staff, Ministry Staff, and Volunteer Ministry Leaders

Duties and Responsibilities:

A. Overall: Develop, edit, and publish church communications (bulletin, website, email, social media, and print material) that are well-written, accurate, and timely. Ensure all communications are presented effectively in a joyful, grace-filled tone consistent with the church's missional goals.
B. Specific Responsibilities:
    a. Execute a weekly, monthly, and yearly communications plan
        - Develop and manage content for the weekly Ministry Focus, including email, website, social media, postcards, and posters
        - Proactively anticipate and prepare communication content for the upcoming weeks
        - Work with ministry leaders to curate a vision for the promotion of their events
        - Work with ministry staff and volunteer leaders to develop engaging and well-written content for their ministries and events
        - Set up and oversee the Ministry Focus table

    b. Create graphic design materials
        - Create graphic materials for ministry leaders (postcards, posters)
        - Provide graphics for the worship team's sanctuary projection slides
        - Create new sermon series graphics

    c. Design and print the weekly bulletin
        - Work with the worship team and other staff to develop content for bulletin
        - Distribute the bulletin for review and make any necessary edits
        - Print the bulletin for distribution on Sunday Morning

d. Oversee church emails
    - Create and publish the weekly church-wide e-newsletter, including graphical and written content
    - Assist specific ministries to creatively develop and publish emails
    - Maintain various email lists on MailChimp

e. Organize and manage the church website
    - Manage and update the website content so that it is visually appealing, easy and accurate to navigate, clearly written, follows our branding guidelines, and is engaging for visitors and informative for the congregation
    - Maintain the church events page
    - Work with a webmaster on more complicated website changes or major updates

f. Develop and execute a marketing strategy for our social media platforms (Facebook and Instagram):
    - Create a content calendar with regular, visually appealing, and well-written content postings
    - Provide regular social media posts and ensure quality control for others who are developing content

g. Other
    - Attend weekly staff meetings
    - Additional duties as assigned

Minimum Requirements:

Faith: This position must be held by an individual who is an active, practicing evangelical Christian who is committed to the church's vision and mission and agrees with our Statement of Faith.

Education: A degree in Communications, Journalism, Public Relations, Marketing, or English is preferred.

Experience: Must have experience in writing, editing, and developing graphical content for print and digital media. Areas of experience must include: email creation and management, website content management, graphic design, and social media content management

Specific Job Skills Required:

- Ability to communicate a message creatively and accurately
- Ability to take initiative and be creative
- Strong organization skills with attention to detail
- Excellent writing and editing skills with a strong command of grammar, style, and

tone
- Proficiency in using graphic design software such as Canva, Adobe Illustrator, Photoshop, InDesign, and Google Productivity Suite
- Website management with WordPress or an equivalent
- Social media content management
- Email management with MailChimp or an equivalent
- Aptitude for learning software platforms quickly, including web-based graphic design and communication productivity tools

Pay and Benefits: The salary rate range for this full-time position (32 - 40 hours per week) is $20 - $25/hour. Benefits include health insurance (employer pays 80% of premiums), TSA match, Vacation time (10 days), Holidays (10 days), and Sick leave (up to 12 days).

Evaluation: This position is evaluated annually by the Ministry Services Director for review with the Communications Specialist for signature. The Job Description is also reviewed at this time and modified as necessary.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

Physical, Mental, and Emotional Requirements of this Position Include:

WORKING ENVIRONMENT:	**SELDOM**	**OCCASIONAL**	**FREQUENT**
COLD (50 F or less)		X	
HEAT (90 F or more)	X		
GASES/FUMES/DUST	X		
HEIGHTS	X		
NOISE	X		
CLIMBING (Stairs/Ladders)		X	
DRIVING		X	
CRAWLING OR KNEELING	X		
BENDING	X		
WALKING/Uneven Surfaces	X		

SENSORY CAPABILITIES	**SEL DOM**	**OCCASIONAL**	**FREQUENT**
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION			X
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORDIN.			X
TRAVEL:			
Local		X	
National	X		

WORKING ALONE	X		
WORK WITH OTHERS			X
CHEMICALS/SOLVENTS	X		
MOVING HEAVY ITEMS:	**SELDOM**	**OCCASIONAL**	**FREQUENT**
LIFTING/LOWERING	over 20 lbs	10 – 20 lbs X	under 10 lbs
REACHING FORWARD	over 20 lbs	10 – 20 lbs	under 10 lbs X
PUSHING/PUSHING	over 20 lbs	10 – 20 lbs	under 10 lbs X
CARRYING	over 20 lbs	10 – 20 lbs	under 10 lbs X
MENTAL DEMANDS:			
REGULARLY PRESENT AT WORKPLACE			X
SPEAKING TO LARGE GROUPS		X	
INTERPRETING OR ANALYZING DATA		X	
MAKING QUICK DECISIONS			X

International	X		
REPETITIVE MOVEMENTS:			
(please list) Use of computer and mouse.			X
OPERATING MACHINERY:			
FACSIMILE (FAX)	X		
COMPUTER /MOUSE			X
COPIER/PRINTER			X
TELEPHONE			X
EMOTIONAL DEMANDS:			
CALM IN STRESSFUL SITUATIONS		X	
SUPPORTIVE TO THOSE IN CRISIS		X	
FREQUENT INTERRUPTIONS			X
MULTIPLE DEMANDS OR PRIORITIES			X

Employee's Affirmation:
I have read this job description and understand its requirements. I affirm that I have the physical, mental, and emotional ability to perform the Duties and Responsibilities of the position, and that I have informed the supervisor of any accommodations I need to do so. In addition, I affirm that I understand my role in the ministry of the Church, that I fully support that ministry, and that I will behave in a way that is consistent with belief in Jesus Christ, the Scriptures, and the teaching of the church.

Employee's Printed Name:_____
Employee's Signature:_____ **Date:** _____

This document was last reviewed May 5, 2026.