

Job Description – Communications Specialist **Second Presbyterian Church, Lexington, KY – Fall 2022**

Purpose of Position

Understand and communicate Second's vision through various avenues to members and the community. Responsible for internal and external media communication and reporting. Assist staff and members in carrying out the ministries of the church while maintaining confidentiality of sensitive information.

Accountability

- Part-time 20-25 hours per week, 75 to 80% in office and 20 to 25% of time worked remotely.
- Reports to the Director of Finance & Operations and the Head of Staff.
- Attend weekly staff meeting.
- Participate in Annual Review process after 90-day probationary period.

Responsibilities

- Create, acquire, and manage content for social media to increase our online presence to the community and beyond
- Keep up with developing technology and be attuned to new opportunities for media applications that further the church's mission.
- Update and maintain the www.2preslex.org website.
- Manage member database and groups within Realm, i.e., Sunday school classes, deacons, trustees, session members, youth, children, etc.) and produce reports using the church database
- Work with administrative assistant to prepare and execute weekly and monthly church-wide member email communications
- Prepare slides for livestreaming for Sunday morning and special services.
- Prepare weekly digital announcements
- Provide logistical and informational support for pastors and program staff as needed.
- Oversee development and production of printed materials and video content on church monitors.
- Other duties as assigned by the Director of Finance & Operations or Head of Staff

Position Requirements

- **Education:** Minimum High School graduate
- **Administrative abilities:** Administrative experience, minimum 3 years' experience with Microsoft Office
- **Websites skills:** Experience and expertise in website design and maintenance
- **Social media skills:** Experience and expertise with multiple social media platforms.
- **Adobe skills:** Knowledge of Adobe Creative Suite.
- **Communication skills:** Excellent verbal, written and organizational communication skills
- **Attitude and demeanor:** Friendly, positive, approachable, and flexible with a desire to help people and resolve problems
- **Confidentiality and discretion:** Manage confidential information with appropriate sensitivity and discretion.
- **Photography and videography:** Ability to take and edit photos and basic videography and video-digital management
- **CANNOT** be a member of the congregation

Compensation

- A minimum of 20 hours of work per week guaranteed.
- Paid at a rate of \$20 per hour.
- This is a part time position without benefits.
- Vacation time can be arranged in consultation with Director of Finance & Operations or Head of Staff, but it is unpaid time.
- Continued employment based on a successful 90-day orientation period.