



Communications Manager

Position Summary: The Communications Manager plays a vital role in supporting our communication efforts by collaborating with ministry leaders, creating engaging content, and ensuring consistent messaging across all platforms.

The ideal candidate will be enthusiastic about working in a dynamic church environment and passionate about helping our congregation and the broader community stay informed and connected.

This role includes coordinating with the Pastors, Ministry Directors and other church staff as needed on performance of communications-related tasks. The ideal candidate is organized, quality-focused, outgoing, and passionate about serving the church.

Key Responsibilities.

- Report regularly to the AVL Producer meeting with him/her on a weekly basis.
- Help plan and execute CPC's communication strategies and plans.
- Collaborate with ministry Directors / leaders in support of communication plans and initiatives. Monitor ministry activities and help maintain CPC's "brand" consistency.
- Create and schedule targeted use of social and other media content.
- Design communications-related and error-free graphics and visual materials for use in worship services and other messaging related products.
- Create and disseminate special event promotional materials.
- Capture and edit photos of church staff, church events, etc., and monitor and report on special event / engagement analytics.
- Play an active role in maintenance and timely updating of the church's publicly facing website, Facebook page, and internal Church Center / Planning Center applications.

Qualifications.

- Familiarity working within MS Office/Google suite.
- Ideally 5 or more years of previous experience in an organizational communications and messaging-related role.
- 3 or more years of basic experience in website management.

- Familiarity with church management applications such as Planning Center / Church center.
- Basic photography skills are desired.
- Basic graphic design skills are desired, and experience using Canva graphic design tool is preferred.
- Familiarity with Artificial Intelligence tools such as Chat GPT is a plus.

Additional Information: This is a part-time (approximately 25 hours) position with occasional evening and weekend responsibilities. While work will primarily be performed on location at the church, requests to work remotely may occasionally be approved. Comprehensive onboarding and job-related training will be provided by CPC staff

How to Apply: Interested candidates should submit a resume and cover letter outlining their experience and passion for ministry to Jerry Hammack at Jerry@cpceco.org.