

FIRST PRESBYTERIAN CHURCH

(616)392-9022

659 State Street, Holland, Michigan 49423

jobs@fpcholland.org

PUBLICATION SPECIALIST

Purpose/Summary Statement:

The overall purpose of this position is to maintain and increase channels of communications between the church and our members, visitors and the greater Holland community. Primary responsibilities include creating and designing print, digital, online and off-line communication pieces, while utilizing marketing and advertising strategies to improve our internet presence via social media.

Reports To: Head of Staff

Hours of Work: Part-time, averaging 15 hours per week

Hourly Pay: \$15 - \$19

Essential Functions & Responsibilities:

- **Website (WordPress):** Design and weekly update. Upload audio sermons.
- **Social Media:** Update church Facebook page with the goal of expanding into other forms of social media.
- **Print Communications (Microsoft Office):** Format, proofread and produce the weekly bulletin and monthly newsletter. Create brochures, banners, postcards, etc. as requested.
- **Email Campaigns (MailChimp):** Design and send weekly announcements via email.
- **Presentations (PowerPoint):** Prepare scrolling announcements to be displayed on TV.
- **Branding:** Coordinate consistent branding across all church communications.
- **Seasonal Themes:** Play a key part in developing seasonal and sermon series themes.
- **Administrative:** Oversee the annual promotional calendar while working with staff and councils to promote regular and one-time church events. Create templates, and archive key documents on file server. Utilize and maximize the church management software.
- **Other:** Adhere to the Child Protection Policy. Perform additional responsibilities as requested to achieve ministry objectives.

Job Requirements:

In order to be successful in this position the person needs to possess the following competencies.

- 1-2 years minimum experience in website development and maintenance. Preferred: WordPress
- Excellent social media and on-line support skills.
- Expertise in state of the art office equipment including PCs.
- Demonstrated proficiency in Data Base Management software and Microsoft Office tools (especially Microsoft Publisher). InDesign experience is a plus.
- Excellent writing, and editing skills.
- Absolute confidentiality regarding all church business and information.

Relationships:

In addition to working closely with the Head of Staff, this position also collaborates with the Associate Pastor, the Office Administrator and other staff members.

Evaluation:

Performance in this position will be reviewed annually by the Head of Staff with input from the Personnel Council based on this job description and specific annual goals. Reviewed by: Head of Staff, Personnel Council, Session

Applications Accepted:

All interested applicants, please send a copy of your resume to jobs@fpcholland.org.

