Unity Presbyterian Church
Position Description
COMMUNICATIONS SPECIALIST

This an hourly and non-exempt position reporting to the Director of Operations. The Communications Specialist is scheduled to work 25-hours per week, generally Monday-Thursday in the church office from 9:00 AM to 3:00 PM. In addition, there will typically be one meeting of the Communications Ministry Team in the evening each month. Occasionally, during busy periods, the position may require additional hours in a week which would be pre-approved by their supervisor.

Overview:
The Communications Specialist position is a creative role, as well as being sharply focused on the effectiveness of our communications. This position has a significant role in the positioning of Unity Presbyterian with both internal and external audiences.

Core Attributes of the Position:
This position is very interactive and collaborative with pastors, staff, and members. The spirit of this position is reflective in being positive, supportive, and having a "can do" attitude in dealing with the pressure of successfully meeting multiple deadlines with high quality deliverables.

The tools of this position encompass a wide range of elements within the communication mix. This position will demonstrate a high level of confidentiality in handling information verbally, electronically, and in print. The Communications Specialist will take the initiative to identify areas where they can provide assistance and support, as well as improve the overall communications function. The individual occupying this position will also be assessed on, at least, an annual basis related to their performance.

Specific Tasks of the Position:
Routine tasks will include, but not be limited to, creating, managing, designing, writing, proofreading, and other responsibilities associated with the production of various work products.

1. **Bulletins:** Create and print weekly worship bulletins with announcements, as well as bulletins for special services (i.e. Lent, Advent, funerals). This includes maintaining the Flower Calendar.

2. **Constant Contact:** Manage Constant Contact, including (but not limited to) weekly email campaign creation and distribution, and email template creation for various ministry teams Currently weekly emails include: The Messenger (Tuesday), Life Together (Thursday), and The Weekly Word (Friday). Additional email lists are maintained for Children's Ministry, Youth Ministry, and Bereavement.

3. **Website:** Ensure that the website is current, including (but not limited to) sliders for website content, the "What's Happening at Unity" page and advanced scheduling of the daily devotions. General maintenance and frequent updating of events and services will be a significant task.

4. **Newsletter** (electronic and print): Create a newsletter via CANVA that will be distributed to the congregation both online and print. The newsletter is currently published twice a month.

5. **Social Media:** Maintain Unity's Instagram and Facebook pages. It is the responsibility of the Communications Specialist to ensure Unity's social media presence is current, "events" are utilized and promoted as appropriate, and responses are sent to messages received.

6. **LiveStream Platform:** Schedule weekly services and enhance broadcasts or pre-rolls with graphics using the church's livestream platform.

7. **Design:** Work with various ministry teams and staff members to create graphics and publications including (but not limited to) annual stewardship appeals and Time & Talents material, Annual Report of the Congregation, logos for events and ministry, publicity flyers and posters, graphic elements to be included in newsletters and on website, etc. Design is done within Unity's branding guidelines.

Skills Requirement:
In addition to the skills highlighted in this position description:

- Writing, editing, design, multi-tasking, and related skills are critical to the performance of this position
- Organization and attention to detail are essential
- Proficient with CANVA; Constant Contact; Microsoft products (Word, Excel, Outlook, etc.); WordPress; Adobe InDesign / Adobe creative suite; and using the internet.
- Understanding of the organizational and culture dynamics of a non-profit / church environment
- An appropriate degree or demonstrated experience in the field is a plus.

Physical Requirements:
Must have hand / eye coordination for use of office equipment such as the telephone, computer, printer, copier, scanner, and related equipment. Be able to walk through and around buildings for literature distribution, etc., as well as across campus for taking mail to the post office. On occasion, climb stairs, bend down to organize and store supplies, and carry items of moderate weight (paper, materials, supplies, etc.).

Approved by the Session and the Human Resources Ministry Team – October 26, 2026