



Job Title:	Communications Manager	Job Category:	Non-Exempt
Location:	Central Services	Travel Required:	Event-related
Reports to:	Director of Communications	Position Type:	Full Time

Job Summary: The Communications Manager will assist the Director of Communications in planning, producing, and promoting all media, communications, and events for New Life Community Church.

Job Duties:

- Manage weekly updates to the website and app.
- Develop and schedule a weekly social media plan.
- Create and curate graphics, photos, and short form videos for use on social media.
- Reply to messages and comments online or direct them to the appropriate staff person.
- Collaborate with the creative team on message series development and design.
- Assist in script writing for videos, announcements, and advertising.
- Prepare resource orders and supplies for locations (First Step books, baptism shirts, offering envelopes, etc.)
- Research, curate, and organize merchandise for events and seasons.
- Coordinate files with print vendors, screen printer, and embroidery.
- Edit slides for announcements, meetings, and presentations.
- Coordinate communications with location admins and volunteers.
- Review and proofread content for grammar, punctuation, and tone.
- In coordination with church leadership, develop all-church events calendar.
- Maintain and communicate updates and changes to events calendar.
- Manage details as project leader for all-church events. Facilitate meetings as necessary.
- Understand event budget and manage to that budget in cooperation with the event leadership.
- Assist with event location searches.
- In coordination with event leadership, identify event theme and support development of marketing/communication materials.
- Support food planning and hospitality needs during event.
- Coordinate event set-up and tear-down; support decorating needs.
- Be present at certain events (may include weekends).
- Assist with recruitment and management of volunteers.
- Assist with administrative needs in cooperation with event team including support with expense reporting and invoice management.
- Work with translators to provide materials in Spanish.

Skills/Qualifications:

- A spiritually mature Christian in full agreement with New Life's statement of faith; strong desire to serve Christ and His church. **Must be an active member of New Life with strong ties to our vision/mission.**
- Bachelor's degree in journalism, marketing, communications or related field.
- A minimum of 2 years of experience in media relations, corporate communications, marketing communications or equivalent experience.
- Demonstrated experience in writing and editing materials for print and web-based communications.
- Excellent grammar, spelling, copy-editing, and proofreading skills. Excellent verbal communication and presentation skills.
- Spanish speaking and ability to translate materials is a plus.
- Strong computer skills including proficiency in Microsoft Office applications.
- Proficient in design software (Adobe Creative Suite, Photoshop, Illustrator, InDesign, Canva, etc.)
- Outstanding judgment and interpersonal skills; must communicate effectively and persuasively with all levels of the organization and in a variety of environments.
- Proficient in social media and online database software (Facebook, Instagram, YouTube, WordPress, CMS). Working knowledge of basic video editing.
- Detail and customer service-oriented; works well in a team environment.
- Possesses strong work ethic, leadership skills, and takes initiative. Not intimidated by leading church staff/pastors on a project.
- Ability to deal with diverse personalities demonstrating a servant's heart, empathy, and compassion.
- Capable of multi-tasking and working under deadlines; strong organization skills, ability to complete tasks quickly, and an eye for detail is required; high level of accuracy required.
- Self-starter with ability to complete projects and finish tasks with minimal direction. **Must be able to self-manage time.**