



<b>Job Title:</b>	Communications Manager	<b>Job Category:</b>	Non-Exempt
<b>Location:</b>	Central Services	<b>Travel Required:</b>	None
<b>Reports to:</b>	Executive Pastor	<b>Position Type:</b>	Full-Time

**Job Summary:** The Communications Manager is responsible for planning, producing, and promoting all media and communications for New Life Community Church. They are responsible for updating the New Life website, app, and social media channels as well as responding to messages, comments, and other questions online.

**Job Duties:**

- Manage updates to the church website and app.
- Plan, create, and schedule a weekly social media plan.
- Curate and create graphics, photos, and videos for use on social media.
- Reply to messages and comments online or direct them to the appropriate staff person for follow up.
- Collaborate with the creative team on message series development and design.
- Assist in script writing for videos, announcements, and advertising.
- Prepare information and materials for special events. Maintain and communicate updates and changes to events calendar.
- Be present at certain events (may include evenings and weekends) for social media support
- 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 printing, and embroidery.
- Recruit volunteers to assist with events, photoshoots, and projects.
- Create and edits slides for announcements, meetings, and presentations.
- Create short form video content for social media (confident on camera).
- Coordinate communications with location admins and volunteers.
- Review and proofread content for grammar, punctuation, and tone.

**Skills/Qualifications:**

- A spiritually mature Christian in full agreement with New Life's statement of faith; strong desire to serve Christ and His church
- 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.
- 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.
- Ability to manage multiple projects and work well under deadline pressure.
- Detail and customer service-oriented; works well in a team environment.
- Must be able to lift up to 50lbs for moving boxes and equipment.
- Must be legally authorized to work in the United States.