



CHURCH OF THE RESURRECTION

JOB DESCRIPTION Communications Manager

Role: Communicate the vision of Resurrection by coordinating and managing the creation of regular and seasonal communication pieces. This position manages partnerships with third-party contractors for web/graphic design, social media, photography, and videography.

Date: January 2026

Supervisor: Fr. Will Chester

Status: Part-time, 25 hours per week, on-site

Requirements: The majority of work is done sitting or standing at a desk using a laptop

Salary: \$22–28/hr

SKILLS

- Ability to effectively communicate the vision for Church of the Resurrection through multimedia
- Strong oral and written communication gifts
- Collaborates well on projects, enjoys working with people
- Organized: can lead a meeting and form to-do lists, schedules, and hit deadlines
- Detail oriented and able to manage multiple projects simultaneously

TECHNICAL SKILLS

- Experienced in coordination of multimedia projects and communications campaigns
- Experienced with file cloud storage management tools
- Experienced in social media marketing on Facebook and Instagram
 - Proficient using InDesign, WordPress, and Elementor Page Builder (preferred but not required)

DUTIES

Weekly projects:

- Meet weekly with Executive Pastor to determine upcoming comm needs.
- Liaison with graphic design and web company:
 - Coordinate new web pages and major website updates.
 - Coordinate graphic production and special projects
 - Strategize about upcoming comm projects and goals, especially related to social media
- Bulletin coordination: Edit weekly bulletin, oversee production, design bulletin at times, coordinate freelancers for HolyWeek or other busy times.
- Weekly newsletter: Write and produce weekly RezNews newsletter.
- Worship Services: Coordinate and help produce graphics, announcements, and updated pre-service announcement text
- Social Media: Create and post social media graphics and simple videos before and after major events
- Website updates: Make weekly updates on the websites, such as signup page and events pages.
- Church Management System updates: Effectively introduce communications into our new Church Management system in 2026-2027. Assist congregants in this transition.
- Pastoral letters: Help edit and shape occasional pastoral letters, send, and post online.

Long-term projects:

- Coordinate outside photography for events
 - Includes scheduling photographer, reviewing photos with children's director, uploading to online storage, posting to FB & Instagram
- Coordinate event videography for Holy Week or Christmas
 - Hire videographer, liaise between service directors and videographer, publish completed projects to FB & Instagram
- Manage production of special comm projects
 - Create print and/or online materials in coordination with senior leaders and Skyfloor, such as Lent resources, Good Friday Gift, Holy Week materials, brochures, etc.

Fair Labor Standards Act (FLSA)

Status: Non-exempt (part-time)

Description:

Non-Exempt = Overtime is paid. This position is an hourly position. Pay is for actual hours worked each work week, and job responsibilities are expected to be completed during the stated hours. It is the joint responsibility of the employee and supervisor to prioritize tasks so that the expected hours are not exceeded in any work week. In the event of exceptions, actual hours worked during a work week will be paid, and hours worked more than 40 hours for the work week will be paid at a total of one and one half times hourly pay.

Americans with Disabilities Act (ADA)

Job Performance Requirements

- Undergraduate degree
- Must be able to sit in a stationary position for 70% of the time
- Occasional kneeling and bending to re-stock supplies
- Occasional reaching to gain access to supplies
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Occasional overtime hours
- Communicate with people (parishioners, staff, etc.) who have inquiries about sermons, service events, projects, etc.
- Identify material from a computer with a 13-15 in screen.

This job description is subject to change at any time.