Position: Communications Specialist
Status: Part Time; 10-12 hours/week
Pay: Competitive
Exemption: Non-Exempt
Supervisor: Senior Minister

POSITION SUMMARY
This Job Description sets forth the basic responsibilities of this position. The Communications Specialist is expected to maintain a productive, professional operation. This position could be a hybrid position (both in-person and remote).

SPECIFIC RESPONSIBILITIES

Welcoming of Visitors to the Church Office
- Greet, refer or assist visitors to the church office.
- Create a welcoming environment for members and visitors, making sure that the area gives a good first impression by being neat (free of extraneous materials), clean, and comfortable.
- Answer telephone, greet visitors, retrieve messages from voicemail and route the message to the appropriate persons when needed.

Communications and Publications
- Prepare and edit the weekly church bulletin, including announcements that need to be included (submitted by Noon each Wednesday).
- Print the weekly church bulletin every Friday by Noon.
- Prepare, edit, and email the weekly E-News newsletter on Constant Contact end of business Wednesday for release by Noon Thursday.
- Prepare, edit, print, post and email seasonal newsletter (5 times per year).
- Maintain and update online directory in Constant Contact.
- Work with the ministers to establish long-term goals for church communications and technology, striving to streamline and ensure church communications are current and efficient along with technology platforms.

Webmaster and Social Media
- Update and maintain the DCC Church Website and Facebook page, ensuring that content is up to date with updates posted weekly.
- Retrieve electronic audio and video files of weekly worship recordings, and upload for podcast and/or posting on the website/YouTube channel.
- Work collaboratively with the Community Life Commission and DCC's web host to update the website.

Other assignments as identified by and with the Ministers.
Knowledge and Skills Required

- High School Diploma required; Associates or Bachelors degree preferred.
- Professional background in communications, PR, publishing, editing preferred.
- Moderate to Advanced MS Office skills and comfort with other office and database products.
- Knowledge of WordPress preferred.
- Ability to work with and create simple graphics.
- Excellent communication and organization skills, including the ability to handle multiple tasks with many interruptions.
- General to advanced knowledge of copy machine operation.
- Comfort working in a progressive, Christian non-profit organization.
- Ability to maintain the highest level of confidentiality.
- Ability to professionally interface with Ministers, Staff, members, visitors, and vendors.

Physical Demands:

- While performing this job, the employee is regularly required to walk, sit, use hands to handle objects, operate keyboards, tools, or controls, talk, and hear.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Notice: This description is to be used as a guide only. It does not constitute a contract, commitment, or promise of any kind. We reserve the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.