

## **Announcement for the Position of Communications Associate**

**Church description:** First Presbyterian Church, Durham (FPC), is a congregation of the Presbyterian Church USA. Established in 1871, it is “downtown by history and by choice” and is known for its active social ministry and programs. The campus includes a 100+ year-old sanctuary, a church house (fellowship hall, meeting rooms, church offices), and a Christian education building; on weekdays it houses the First Presbyterian Day School. Our congregation (550 active members) is led by three full-time clergy. FPC welcomes all who worship here. We honor and celebrate the human diversity and unity that God gives us in Christ. We welcome individuals of every age, race, nationality, gender, ability, sexual orientation, and economic circumstance to participate fully in the life of the church.

**Position description:** The Communications Associate supports the mission and ministry of First Presbyterian Church (FPC), Durham, NC by developing and coordinating internal and external communications that are timely, consistent, and aligned with the church’s values. This individual helps ensure that information flows clearly across platforms and audiences, using both digital and traditional media to engage the congregation and community. As a key member of a small administrative staff, the Communications Associate also provides as-needed assistance to the Clergy and Church Administrator.

### **Key Responsibilities:**

#### *Church worship, events & communications:*

- Produce weekly worship bulletins in collaboration with Clergy and the Church Administrator.
- Create and schedule weekly email reminders and announcements via Constant Contact.
- Proactively communicate with staff and church members who provide content.
- Send stand-alone emails on behalf of congregation members, committees, and staff.
- Redesign as needed/effectively maintain the church website (WordPress) to present FPC in a compelling and accurate manner.
- Add timely weekly/monthly content updates to FPC website including sermons, bulletins, newsletters, announcements, and event details.
- Manage biweekly digital newsletter production and coordinate the layout and mailing of a hardcopy newsletter.
- Create and maintain sign-ups for church events using Sign Up Genius or similar software.

#### *Digital & Social Media Platforms:*

- Timely management of church social media accounts (Facebook, Instagram, Youth Snapchat) to project a positive, vibrant image of the church and constructively engage with our community.

- Redesign as needed/effectively maintain the church website (WordPress) to present FPC in a compelling and accurate manner. Add timely weekly/monthly content updates to website including sermons, bulletins, newsletters, announcements, and event details.
- Procure and maintain digital media of the congregation and its mission appropriate for inclusion in communication materials.
- Be available 1-2 Sundays per month and for major events to capture photos and video for content creation.
- Design engaging digital content using Canva or other software and ensure visual consistency in all materials.
- Collaborate with Clergy, the Session, the Diaconate, and Church Administrator to highlight events, milestones, and mission efforts.
- Coordinate the creation and distribution of flyers and other print information when needed.

*Membership & Records:*

- Maintain member records in ACS (church database software), including new member integration, profile updates, and photos.
- Process weekly worship attendance records.
- Maintain bulletin and video boards in the church lobby with current information and welcoming displays.
- Coordinate with the Church Administrator and/or Associate Pastor on protocols for welcoming and tracking new members.
- Track and acknowledge memorial gifts, maintaining accurate records.

*Administrative assistance: Typically, a small percentage of job responsibility*

- Assist with general office/other duties as needed and/or directed by Clergy, Session, and/or Church Administrator.
- May include, for example, greeting and assisting visitors, answering/directing phone calls, making copies, sending faxes, printing documents and supervising office volunteers.

*Expected Skills & Tools:*

- Proficiency with WordPress, Constant Contact, Canva, ACS (church database software), Adobe, Asana, Google Workspace, Sign Up Genius, and/or similar platforms.
- Proficiency with social media platforms (Instagram, Facebook, TikTok, etc)
- Strong written communication, editing skills for photo / video as well as print content, and graphic design skills.
- Attention to detail, with the ability to manage multiple communication streams and tasks simultaneously.

- Experience with social media engagement and visual storytelling.
- Understanding of the tone, rhythm, and culture of church communications.
- Responsive, flexible collaboration.
- Ability and desire to radiate a bright and collaborative spirit to model our church's values and gracious welcome to all God's children.

**Reports To/Priorities monitored by:** Church Administrator

**Collaborates With:** Clergy, Administrative Team, various Committees, Session, Diaconate, lay leadership, church volunteers, and community.

**Qualifications:**

- Undergraduate degree or equivalent.
- Keen appreciation of confidentiality and discretion required in a church culture.

**Preferred Experience:**

- 2 or more years of experience in church(es) of comparable size or non-profit(s)
- 2 years of communications, finance, and/or facility experience in church(es) or non-profit(s)

**Miscellaneous:**

- This is a 30-hour per week position with full benefits (including health insurance, pension contributions, professional development and leave)
- Salary: \$30,000-\$40,000, depending on skills and experience
- This is expected to be a hybrid position with both in-office and remote work; in-office hours are flexible but must be coordinated with and approved by Church Administrator
- Start date in May-June 2026