



<b>Position:</b>	<b>Communications Manager</b>
<b>FLSA status:</b>	Exempt
<b>Commitment:</b>	Part time / 20 hours per week
<b>Reports to:</b>	Executive Pastor
<b>Compensation:</b>	\$21,000 / Annually
<b>To Apply:</b>	Send Resume or CV, and Portfolio (or examples of prior commensurate work which best demonstrate your sensibilities and approach to communication and design) to <a href="mailto:office@urbanvillagechurch.org">office@urbanvillagechurch.org</a>

**Urban Village Church’s Mission is to Create Jesus-loving, inclusive communities that ignite the city. All roles in our church require a commitment to the pursuit and practice of anti-racist leadership, including transforming values, in line with our anti-racist commitments. All roles also require a commitment to LGBTQIA+ inclusion. A detailed overview of our church’s beliefs and values can be found online at [www.urbanvillagechurch.org/beliefs/](http://www.urbanvillagechurch.org/beliefs/)**

**Position Overview:**

Lead the creative and communications process by designing and executing creative elements for all internal and external church communication. Use graphic design, copywriting, digital storytelling, video creation, etc. to create and evenly distribute church communications across all modes of congregational communication outlets including website, social media, paid media, weekly bulletins, eNews, and content for streaming online worship.

**Essential Responsibilities/Duties to support UVC’s Mission:**

- Marketing Strategy
  - Marketing and Design sensibilities that reflect the aesthetics and nuances necessary for communicating the message and culture of an inclusive, justice-oriented faith community
  - Facilitate and/or lead in executing strategies for digital evangelism, communications projects, and brand development
  - Seek creative ways to work with local and national media outlets to share how UVC is impacting the community

- Communications
  - Support internal communications and communications-related productivity needs between Pastors, lay leaders, committees, and small groups
  - Responsible for creating engaging social media content weekly, maintaining social media pages (i.e. Facebook, Instagram, YouTube, etc) and digital campaigns specific to social media accounts
  - Preparing bi-weekly, all-site e-news and assisting site pastors with site-specific e-news
  - Podcasts - ensure uploading high quality recordings to Podbean in a timely manner
- Collaboration
  - Work with Admin Manager and Children's Ministry Coordinator to create effective marketing materials that reflect the UVC brand
  - Invite, support, and encourage congregants to use artistic and other gifts in support of communications and marketing/advertising on behalf of the church
- Technical
  - Photography skills is a plus
  - Video - Video editing for short promotional videos (in times of pandemic quarantine, ensuring that worship videos are uploaded in time for Sunday morning worship)
  - Knowledge of information and service design is a plus

### **Essential skills**

- Technical
  - Knowledge and fluency working in SquareSpace (ability to update website without significant difficulty)
  - Knowledge and familiarity in working with design programs (ie., Adobe Suite, Canva, WonderShare, iMovie, etc.)
  - Experience with Constant Contact (or similar email marketing platforms)
- Organizational
  - Exceptional attention to detail and strong organizational capacity
  - Ability to create a schedule and deliver on projects in a consistent and timely manner
  - Ability to create and manage production schedules for colleagues, church volunteers, and additional media outlets
- Strategy
  - Familiarity with social media and digital marketing strategies
  - Experience with digital storytelling
  - Willing to present opportunities for improving and managing UVC media presence
  - Experience in brand management and marketing



- Relational
  - Facilitate translating theological concepts/statements/messages in ways that are accessible to the public and reflective of anti-racist, affirming theology
  - Understand the nature of a volunteer-based non-profit organization
  - Self-starter that enjoys taking initiative in a collaborative environment

**Qualifications:**

<b>Minimum Qualifications</b>	
Education + Experience:	<ul style="list-style-type: none"> <li>● Theological education a plus</li> <li>● Experience in creating marketing and communications materials that demonstrate attention to detail, nuance, and values</li> </ul>
Skills + Qualifications:	<ul style="list-style-type: none"> <li>● Dynamic, effective, and nuanced verbal/written/visual communication that reaches a broad audience</li> <li>● Collaborative-minded</li> <li>● Attention to Detail</li> <li>● Problem solving skills</li> <li>● Be a self-starter with a strong willingness to learn</li> <li>● Working knowledge of design programs (i.e. Adobe suite, Canva, etc.)</li> <li>● Working knowledge of video and audio editing tools (i.e., iMovie, Quicktime)</li> <li>● Working knowledge of social media marketing strategy</li> <li>● Working knowledge of marketing analytics</li> <li>● Comfortable receiving feedback from within a collaborative team</li> <li>● Commitment to the Mission and Core value of UVC</li> <li>● Fluency in Spanish language a plus</li> </ul>