

Director of Communications and Operations

Covington First Presbyterian Church

The Director of Communications and Operations is employed by Covington First Presbyterian Church and as a staff member reports directly to the Senior Pastor. The Director of Communications and Operations shall work cooperatively with all staff members under the direction of the Senior Pastor, recognizing that the Senior Pastor has the primary responsibility for the total operation of the church. The estimated start date will be by March 1, 2022.

Terms of Service

The term of service shall be mutually agreed upon for an indefinite period. The estimated start date will be no later than March 1, 2022. This role is considered a part-time position of 30 hours per week. The church office is open Monday - Thursday, 9:00 a.m. – 5:00 p.m., Friday 9:00 a.m. – 12:00 p.m., and it is expected that most of this work effort will be in the office.

Qualifications

The Director of Communications and Operations should have experience with the following skills:

- Creating a positive environment working with all types of people including staff and volunteers
- Social media management [Facebook, Instagram and others]
- Word processing and publishing programs – Microsoft Office, Adobe, etc.
- Basic computer and technology operations
- Project coordination [e.g., The Director of Communications and Operations will work with the chairs of various committees to ensure tasks are completed. As an example, this could be working with the Facilities Chair to coordinate contractor's working within the building for maintenance.]
- This role requires maintaining confidentiality.

Responsibilities

- Electronic communications management
 - Church website management
 - Coordinate posting church services and other functions
 - Calendar management
 - Miscellaneous updates
 - Coordinate and create weekly e-newsletters, email blasts & any other special announcements using Constant Contact or similar applications
 - Coordinate social media presence
- Printed communications management
 - Coordinate communication and publication information for all church programs
 - Worship service bulletins [paper and QR code]
 - Create, design and edit monthly newsletter
 - Maintain church mailing list and other databases
- Other communications
 - Provide Session support as needed including report creation communication/print/media for staff
 - Publicize special events and offerings
 - Provide support to pastors and staff as required
 - Provide office hospitality
 - Greet people coming into front office as needed
 - Liaison to Greater Atlanta Presbytery
 - Other duties as may be required

Operations Examples

- Assist the Head of Staff in fulfilling duties
- Coordinate with Staff and the Facilities Teams the use of the facility (set-ups and Building Usage Form)
- Oversee Health and Safety Guidelines
- Maintain church subscriptions, contracts, etc.
- Recruit, train and supervise volunteers for tasks that can be delegated (i.e., filling pew racks, computer typing and record-keeping, newsletter preparation, etc.).
- Serve as staff liaison to Facilities, Memorial Garden, Marketing teams
- Maintain office equipment:
 - Manage Equipment Service Agreements
 - Basic ongoing maintenance

Compensation range based on experience [\$19-22/hour]

Please submit a cover letter and resume to sam@fowlerprop.com