



United Church of Chapel Hill

Communications Manager

United Church of Chapel Hill is searching for a Communications Manager to coordinate the creation and publication of the church's various communications. This person must have strong writing and design skills and be able to exercise editorial authority. The Communications Manager will manage a variety of publications, including weekly emails and worship bulletins, monthly newsletters, social media posts, annual reports, brochures, and special mailings. This person must be able to convey and enforce deadlines and other expectations to those who provide content. The Communications Manager will also be responsible for recruiting and managing volunteers needed to produce and distribute the church's communications and for handling the church's Spanish translation protocol.

The Communications Manager will report directly to the Church Administrator, but will work with all members of the pastoral staff and lay leadership. This person should display a sense of helping orientation, as they will often be responsible for answering phone calls, greeting visitors to the church, and assisting church members. The Communications Manager must be a person who radiates a bright and collaborative spirit to model our church's values and gracious welcome to all God's children.

United Church of Chapel Hill is a congregation of more than 800 members with two regular worship services on Sunday mornings, including a Spanish language ministry. Our congregation is highly committed to racial equity, celebrating the LGBTQ community, and elevating women's voices for proclaiming the Gospel. Interested candidates should send a resume and letter of interest to Church Administrator Kati Ruark at kruark@unitedchurch.org by Friday, July 1, 2022.

Position Description

Essential Functions

- Lead the publication of high-quality print and digital media by managing the church's communications, including bulletins, newsletters, brochures, mailings, and directories. Maintain a regular social media presence that projects a positive and vibrant image of the church and engages constructively with our community.
- Develop a timeline for the design and delivery of publications as needed; proactively communicate with staff and church members who provide content.
- Exercise editorial authority sufficient to proof and finish publications on time.
- Coordinate volunteers and staff as needed to fold, staple, stamp and deliver mailings according to the schedule adopted.
- Procure photography of the congregation and its mission appropriate for inclusion in communication materials.
- Update the church's website with critical information, upcoming events, and imagery that engages members and visitors.
- Manage the Spanish translation protocol.
- Assist Senior Pastor and Church Administrator with tasks as needed, such as special communications and appointment scheduling.
- Assist Church Administrator and Associate Pastor for Care & Welcome with maintaining member database.
- General office duties, for example: greet and assist visitors, answer and direct phone calls, maintain orderly office space, supervise office volunteers.
- Follow through on other duties as assigned.

Preferred Qualifications

- 3-5 years experience working in church and/or professional office setting
- Spanish language fluency (speaking and writing/reading) is strongly desired
- Experience with Adobe InDesign, Wordpress, Canva, and/or similar platforms
- Valid driver's license

Terms of Employment

- Approx. 35 hours/week
- Hourly rate: \$18
- United Church will contribute 12% to Pension Boards Annuity Program and will pay a portion of health, life/disability, and dental insurance premiums. All employees are advised that benefits may be subject to change.
- Direct supervisor: Church Administrator; Supervises: Volunteers

Core Competencies

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Aesthetic Awareness: Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation towards cleanliness and orderliness of space; appreciates the value of and need for sacred space and knows how to physically tend to it.

Personal Resilience: Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

Self-Development: Sets appropriate personal work objectives, measures own progress, identifies personal gaps in knowledge, understanding and skill; undertakes appropriate activities to develop needed skills; seeks regular feedback on performance; knows personal strengths and weaknesses, is sensitive to changing personal and organizational requirements and changes accordingly.

Written Communication: Able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.

Problem Solving: Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes and implied solutions; decides in a timely manner based upon a blend of research, experience, risk-taking and judgment.

Helping Orientation: Demonstrates concern for and attends to the needs of the congregation's internal and external constituents; projects a sense of empathy and understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that others finds satisfying.

Project Management: Identifies the key objectives and scope of a proposed project; garners needed resources and project support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress, implements action plans, communicates progress to sponsors, identifies and resolves barriers and problems

People/Volunteer Management: Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.