

Position title: Communications Specialist

Supports church ministries with print and electronic communications needs. This is a full-time position with full benefits. Weekend hours are required.

Regular duties

1. Weekly service bulletins
2. Weekly email newsletter
3. Monthly print newsletter
4. Weekly sermon podcasts
5. Sunday service slide show production
6. Church website maintenance (Wordpress)
7. Facebook, Social Media postings
8. Electronic Signage
9. Internal and external advertising
10. Congregation email communications
11. Tracking and compiling event information

Skills and requirements:

1. Degree in communications or related experience
2. Familiarity with a wide range of computer software and hardware
3. Knowledge of website maintenance, graphics manipulation, document layout, A/V equipment, editing, and social media
4. Ability to organize large amounts of information received from a variety of sources
5. Ability to make decisions regarding content in print and digital materials
6. Experience with Google Photo Management, Microsoft Office, Adobe CS, and Google Suite

Preferred but not required: Experience with computer trouble shooting and network issues.

If interested, please submit a cover letter and resume to employment@haumc.org.