



WESTERN
PRESBYTERIAN
CHURCH

Coordinator of Digital Communications Ministry

Reports to: Pastor and Head of Staff

Status: Part-Time (25 hours/week)

FLSA: Non-Exempt

Job Summary: Western Presbyterian Church seeks a Coordinator for Digital Communications Ministry to share Western's story as a courageous community seeking God's love and justice in downtown Washington, D.C. This creative, collaborative, and values-driven team member will lead church digital and print communications, manage digital programming, build community and engagement among current members, and contribute to outreach efforts to grow our congregation.

Essential Functions:

- Working with the pastor and church leadership, develop and execute Western's strategy for digital communications to increase engagement with current and prospective members.
- Develop content for, manage, and maintain Western's website to reflect the church's identity and promote effective communication with diverse internal and external audiences.
- Manage the Zoom platform to support Sunday morning in-person and online worship; design and edit slides and videos for use during the service.
- Develop and implement ideas to grow Western's ministry through social media.
- Manage the Church Community Builder (CCB) database and support ministry leaders with efforts to effectively use CCB, email, and social media.
- Assist Ministry Teams in developing and executing communications plans to spread awareness of their missions, and to mobilize engagement of their target audiences.
- Design and prepare weekly emails, bulletins for services, and occasional hard-copy mailings.
- Support church leadership through maintaining the calendar, coordinating Zoom usage during the week, and assisting the pastor and ministry leaders as needed.
- Work in the church office at least 15 of the 25 hours a week, including coordinating digital programming on Sunday mornings.
- Build in-person rapport with members and visitors during "peak" connection hours (e.g., Sunday worship, church holidays, other church events).

Core Competencies:

- **Excellent Written and Visual Communications Skills:** Uses creativity, consistency, and best practices to support digital and print communications that reflect the church's identity.
- **Experience Managing Digital Media:** Builds on experience managing a website, social media accounts, Zoom, email, and other digital platforms to generate ideas to increase engagement, reach new people, and attract support to mission activities.
- **Initiative and Organizational Skills:** Generates ideas, makes plans, and carries them out with minimal supervision. Develops priorities and able to manage multiple projects at once.
- **Interpersonal Skills:** Builds relationships with all kinds of people. Sensitive to the needs of a diverse, intergenerational congregation. Enjoys learning and helping others learn new skills.
- **Passion for Mission:** Desires to use communications to deepen and grow our faith community.

Other Preferred Qualifications:

- Degree in communications, media, or related field; or 2+ years' experience in communications.
- Experience in photography, video editing, creating digital graphics for web design, and transferring content to mobile format.

*Salary range is \$24,000 - \$32,000, commensurate with experience and desired benefits.
Please submit resume and any related links to communications@westernpresbyterian.org*