

Job Title: Part-Time

Communications Specialist

Hours: 40 hours per month

Compensation: \$800 per month

Location: Dunn's Corners Community Church, Presbyterian (hybrid work and home)

Overview: Dunn's Corners Community Church, Presbyterian seeks a creative and detail-oriented Communications Specialist to enhance our church's presence across digital platforms. This part-time role is ideal for a skilled communicator who can connect our congregation and community through web updates, visual content, and social media. You will play a key role in ensuring our message reaches members and the broader community with impact, clarity, and consistency.

Responsibilities:

- **Website Management:** Regularly update website content, including event postings, blog entries, and church announcements, ensuring information is accurate, engaging, and accessible.
- **Graphic Design:** Create visually compelling digital content, including flyers, event graphics, newsletters, and other promotional materials to support church events and initiatives.
- **Event Coverage:** Attend key church events to capture high-quality photos and videos for use in promotions, publications, and social media. Build an archive of media resources that represent the church's activities and values.
- **Social Media Management:** Develop and execute a consistent social media strategy across platforms (e.g., Facebook, Instagram). Responsibilities include content creation, post-scheduling, responding to inquiries, and tracking engagement metrics.
- **Promotions and Marketing:** Assist in the promotion of church events, worship services, and community programs through digital channels, emails, and print materials. Collaborate with church staff to align messaging and enhance reach.

Core Competencies and Requirements:

- Proven experience in digital communications, social media management, or a related field
- Proficiency in Canva or similar graphic design software
- Familiarity with website management
- Photography and basic video-editing skills
- Strong written communication skills with high attention to detail
- Ability to work independently and manage time effectively
- Sensitivity to church values and alignment with Dunn's Corners Community Church's mission and beliefs
- Familiarity with social media analytics and digital marketing principles is preferred
- Comfortable using email marketing platforms (e.g., Mailchimp) is a plus

Work Environment:

- This is a hybrid position, requiring both remote work and on-site attendance for events.
- Candidates must have their own photography equipment; however, a computer and software can be provided for other duties.

Physical Requirements:

- Ability to stand for extended periods during events
- Capacity to carry lightweight equipment, such as a camera or promotional materials, when attending event

Application Requirements:

- A portfolio showcasing past work in social media, photography, and/ or graphic design is required.

Performance & Evaluation:

- Communications Specialist reports to Pastor for supervision
- Regular feedback sessions and performance evaluations will be conducted with the Pastor, Personnel, and Session representative to ensure alignment with church goals and growth in role responsibilities.

Closing Date: December 5th, 2025

Contact: Personnel Chair at dunnschurch@gmail.com