

Communication (& Art) Resident: Job Description

GENERAL DESCRIPTION

The Communication Resident works alongside the Director of Communication and Art to create an environment of clear, theologically-rich, and beautiful communication for the strengthening of the church. This person executes many communication tasks and provides strategic and administrative support to the Operations Team. As skill and interest allows, there is an additional, optional opportunity to create/design artwork for events and sermon series.

Title: Communication (& Art) Resident

Reports to: Director of Communication & Art

Last Updated: Monday, January 18, 2024

AREAS OF RESPONSIBILITY

Weekly Communication

- Create, review, and send two weekly all-church emails for resourcing and event promotion
- Strategize Park Church's social media content and actively manage accounts
- Complete miscellaneous design and formatting tasks

Sunday Communication

- Create requested sermon content slides to support sermons
- Create and review info slides for pre and post-service loop for resourcing and event promotion
- Create ProPresenter presentation for each Sunday, including songs, liturgy, info slides, and sermon content

Strategy & Research

- Co-manage our team-wide external communication schedule, helping create team clarity on what we're promoting and resourcing our community with and when
- Process communication support requests from staff and lay leaders, creating tasks and setting expectations by following up with those submitting requests
- Invest time reading and researching for continued learning as a communication professional.

Creating Artwork (Optional)

If skills and interest permit:

- Create/design artwork for the promotion of select events and sermon series, working with ministry leads to make compelling illustrations for specific demographics.