

Position Description:

COMMUNICATION RESIDENT

GENERAL DESCRIPTION

The Communication Resident works alongside the Director of Communication and Art to create an environment of clear, theologically rich, and beautiful communication to strengthen the church. This person executes many communication tasks and provides strategic and administrative support to the Operations Team. This residency offers both guided and self-directed training in the essential skills required for current and future communication roles; however, candidates should possess a foundational aptitude and interest.

Title: Communication Resident

Reports to: Director of Communication & Art

Last Updated: Tuesday, October 22, 2024

AREAS OF RESPONSIBILITY

Weekly Communication

- Create, review, and send two weekly all-church emails for resourcing and event promotion
- Strategize social media content and actively co-manage accounts
- Complete additional design and formatting tasks as needed

Sunday Communication

- Create requested sermon content slides to support sermons
- Create and review info slides for pre and post-service loops for resourcing and event promotion
- Create a 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.