The National Presbyterian Church
Communications Support Contractor

The National Presbyterian Church (NPC) is seeking a creative and detail-oriented contractor to support the Communications Director and enhance communication efforts. This role helps to ensure effective internal and external communication, promote events, and maintain a cohesive brand message across platforms.

**Contract Terms**

**Location:** On site with the possibility of some remote work

**Hours:** Up to 20 hours per week

**Schedule:** Sunday mornings required, otherwise flexible – some holidays and occasional evening events

**Communication Tasks**

Candidates do **not** need to have experience with all listed tasks, any combination will be considered including graphic design or photography specialists. This position has great possibilities for someone to learn and grow.

- **Photography:** Capture high-quality photos of church events, services, and other activities for use in communication materials and social media.
- **Graphic Design:** Create visually appealing graphics for various communication materials including postcards, internal signage, posters, and banners.
- **In-House Printing:** Operate a large graphic printer for quality in-house production of large-format materials.
- **Live Streaming Events:** Moderate Facebook live-stream and monitor the NPC watch page to quickly identify technical issues and work with our support team to address them promptly.
- **Event Support:** Print and distribute promotional materials for church events, including bulletins, flyers, banners, emails, and social media campaigns.
- **Social Media:** Create and schedule posts, respond to comments and messages, and monitor engagement on platforms such as Facebook, Instagram, Twitter, and others.
- **Website:** Update the church website with current events, announcements, and other relevant content.
- **Content Creation:** Draft content for bulletins, newsletters, social media, website, and other channels.
- **Email Marketing:** Manage email communication, including drafting, sending, and analyzing newsletters and other church-related communications.
- **Brand Consistency:** Ensure communications maintain consistency with branding and messaging guidelines.

**Qualifications**

- Experience in Communications, Marketing, Public Relations, or a related field preferred.
- Familiarity with Photoshop, photo file management systems, Adobe Creative Suite, Canva, social media platforms, content management systems (CMS), email marketing tools, a plus.
- Exceptional written communication skills. Ability to tailor messages to different audiences effectively.
- Strong organizational and time-management with the ability to manage multiple projects simultaneously.
- Strong interpersonal skills with the ability to work collaboratively with staff, volunteers, and members.
- Experience at a church or non-profit organization is a plus
- Understanding and alignment with the church’s mission, values, and theological perspective.