

Job Description

COMMUNICATIONS SPECIALIST

SOJOURN EAST

Mission Connection

The Communications Specialist supports the mission of Sojourn East by working with the Communications Director to develop and deploy content across our various platforms. In addition to this, the Communications Specialist will keep the Sojourn East's communications platforms up-to-date and running smoothly.

Responsibilities

Develop content that supports the weekly Sunday service

- Work with the Communications Director and various ministry points-of-contact to gather the many bits of information/content that are turned into content and deployed across many different platforms to support and enhance our Sunday worship each week
- This requires an exacting attention to detail, good people skills and an ability to thrive under constant deadline pressure

Develop content that supports our ministry teams in their missions

- Manage new communications projects, working with ministry leaders and content creators to deliver excellent content
- Manage quality control and communicate proactively with teams
- Deploy this content across Sojourn East platforms, when required

Manage and update content on the Sojourn East website

- Work with ministry teams to keep their pages fresh and up-to-date
- Create new event registrations
- Troubleshoot outages and problems with the website (be the point-of-contact with third party vendors)
- Integrate content between the website and other platforms (social media, the app, etc.)

Facilitate the in-house printing of bulletins, signage and booklets

- See that all in-house projects are completed accurately and on time.

Manage and update all Sojourn East social media platforms

- Develop and deploy daily content that corresponds to various campaigns, strategies and other ongoing programs using scheduling software
- Manage the social media editorial calendar

Manage and update the Sojourn East app

- Work with ministry teams to keep their areas fresh and up-to-date
- Troubleshoot outages and problems and be the point-of-contact for repairs
- Integrate content between our various platforms

Reporting and other work, as directed

- Produce monthly reports (website, social media, app, etc.)

Character and Competencies

- Must be a good communicator, comfortable with writing in various formats (web, social, headlines, etc.)
- Must be comfortable in a deadline driven environment
- Must have a design mindset, though design skills aren't a must
- Fulfills the character and qualifications of a staff member and deacon as outlined in Scripture, the Sojourn bylaws and Staff Handbook
- Proficiency with Wordpress
- Proficiency with Adobe Creative Suite, esp. InDesign and Photoshop
- Proficiency with Pro Presenter 6
- Familiarity and ease with social media (uses social media in daily life)
- Familiarity with social scheduling platforms like Hootsuite a plus
- Familiarity with PushPay a plus
- Familiarity with xerography and print finishing a plus
- Familiarity with podcasting platforms and that publishing ecosystem a plus

Reporting and Supervising Roles

The Communications Specialist reports to the Communications Director.

Expectations

- Adhere to Sojourn Employee Handbook
- 20 hours per week, worked onsite at Sojourn East (2501 Rudy Lane), unless otherwise approved by the Communications Director
- Support the mission and goals of Sojourn East
- Commitment to collaborate with staff members and promote unity throughout the church
- Active member of Sojourn East