

COLLEGE PARK BAPTIST CHURCH
Job Description
Communications Specialist

Qualifications

This part-time position requires a qualified individual to manage the media/technical communication needs of the church. Experience in these areas of local church ministry or closely related programs is desired.

The candidate must demonstrate a mature and growing personal relationship with Jesus Christ. A strong familiarity with web and social media platforms as well as social media analysis tools is required. The candidate should also have a high level of interpersonal and relationship skills when working with ministry departments and staff members, as well as an ability to set schedules, meet deadlines, manage multiple tasks, and work as part of a team. Other expectations include a strong work ethic and a collaborative spirit regarding existing staff.

Principal Function

The Communications Specialist will provide support for planning, publishing, organizing, and updating content and features on all social media platforms, and other web properties.

Supervision

The position will be supervised by the Senior Pastor. Formal reviews will be conducted on an annual basis, with additional informal dialogue and feedback during the year.

Duties and Responsibilities

- In collaboration with ministry staff and the Communications Committee — design and implement CPBC's digital engagement strategies including social media platforms.
- Monitor posts and reply with approved responses on social media platforms.
- Collaborate with CPBC staff to establish best practices and recommend optimum web tools for communicating with ministry specific audiences.
- Train a volunteer team to ensure technical needs of worship services are met.
- Track and analyze social media statistics and provide reports to ministry staff.
- Make recommendations regarding IT requirements and upgrades.
- Perform updates to the CPBC website.
- Promote a team atmosphere.
- Perform other duties as assigned.

Additional Position Details

The position is a part-time position of approximately 10-15 hours per week. The position will be paid by a salary designated and listed each year in a Cooperative Agreement. It is expected that the individual will be present for regular Sunday morning and Wednesday evening church activities, unless the pastor has given prior approval for absences and has been advised of what arrangements have been made to cover the service(s) with a trained volunteer assistant.