



Grace Covenant
An Evangelical Presbyterian Church
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Communications Manager

Job Description

Job summary

The Communications Manager is a part-time staff member responsible for overseeing Grace Covenant's communication strategy, including both internal and external communications. The role ensures information is clear, timely, and welcoming, supporting the church's community, mission and ministries. The manager reports to the Director of Operations and collaborates with the pastors and ministry leaders to strengthen engagement and outreach.

Key Responsibilities:

- Create and maintain a simple communication strategy; plan weekly and seasonal messaging.
- Create and manage an accurate communications calendar for scheduling priority messaging
- Graphic design for church and its various ministries and events
- Create and manage social media and church-wide email campaigns
- Maintain/update church website and church app
- Oversee and create content for Sunday morning announcements and team
- Recruit, train, and coordinate photography team for capturing events and people
- Build processes for communications flow (promotion policy and request forms, streamline communications tools, scale promotions to internal v. external scope)

Necessary Gifts, Skills and Character:

- Digital native with passion for intergenerational involvement
- Excellent oral and written communication skills
- Technical aptitude including:
 - Graphic Design
 - Social Media Management: Instagram, Facebook, YouTube
 - Email Marketing: Constant Contact
 - Website management
 - Branding and print advertising
- Able to involve and utilize volunteers effectively
- Able to work independently and manage multiple small projects
- Passionate follower of Christ with a clear testimony and ongoing spiritual growth
- Godly character lived out with integrity in daily life

Hours: Part Time (flexible) 13-15 hours, can be hybrid but need to be in office at least one day per week.

Benefits of this position

- Part of a great team—energetic, hardworking, fun loving
- Gain relevant experience in social media campaigns

Desired Experience and Shared Values:

- Relevant experience in communications and graphics
- Full agreement with the Essentials of the EPC (<http://gracecovenantpc.org/our-beliefs>)
- Align with our Vision, Mission and Values (<http://gracecovenantpc.org/our-vision>)

Interested? Please send your cover letter and resume to opportunities@gracecovenantpc.org.

More information about Grace Covenant is available at www.gracecovenantpc.org.
