

**Presbyterian Church at New Providence  
is seeking qualified applicants for the following position:**

**Communications Director**

The Communications Director will create, organize, plan and implement effective communications messages and strategies for the Church and community. The individual will support the Church's vision and communications priorities.

**Responsibilities include:**

**Leadership and Accountability:** Develop and maintain communications strategies in accordance with the goals and vision of the Church to effectively reach people for Christ. Create and manage the communications budget. Recruit and mobilize a communications volunteer team.

**Internal Communications:** Prioritize, schedule and promote ministry and small group events so that the message is clear and consistent. Educate teams about the processes and procedures for communicating upcoming events.

**External Communications:** Ensure that the Church's online presence is up-to-date and use it as a key communication and information tool for all ministries. Define target groups and determine how to reach them effectively to expand the breadth of the Church's ministries. Stay current on new and evolving communication platforms.

**Brand:** Define and manage the look and feel of the Church's brand across all touch points from the logo, font and colors to social presence and graphics to convey consistently the message of the Church.

**Media Relations:** Develop and manage relationships with local media to shape coverage of the Church through press releases, advertisements and articles.

**Qualifications:**

Profession of faith in Jesus Christ as Lord and Savior and commitment to the essential beliefs of the Church and its denominations, ECO (A Covenant Order of Evangelical Presbyterians) - Presbyterian affiliation not required.

BS/BA in Communications or related fields; Minimum 3 years experience.

Strong background in communications, public relations, graphic design and/or marketing.

Proven ability to manage multiple projects and priorities and work successfully with staff and volunteer teams.

Strong writing, verbal and listening skills to adequately capture and deliver the message.

Proficiency in desktop publishing, Adobe Creative Suite, graphic design and HTML. Demonstrated skill in using social media platforms and in website development and maintenance.

**Please submit resume and cover letter to [jobs@pcnp.org](mailto:jobs@pcnp.org)**