



CHRIST PRESBYTERIAN CHURCH

Creative Writer and Communications Coordinator

CPC Vision

To boldly extend the invitation Jesus makes to us, to everyone.

Overview

The Creative Writer & Communications Coordinator will oversee key communication projects, publications and social media, while creatively exploring new communication avenues.

PRIMARY RESPONSIBILITIES

- Ideate, write, and edit content for CPC publications (*CPC Life* magazine, brochures, bulletin, etc.) about events, programs, and stories of CPC. Ensure information is presented in clear, consistent, and compelling language
- Join with communications team to develop creative ideas, marketing campaigns, and design concepts that engage target audiences. Contribute ideas and feedback in creative brainstorming meetings
- Serve as liaison with other ministry areas and volunteers to coordinate information, verify details, and communicate submission deadlines
- Serve as a project manager for departmental projects
- Oversee content of CPC website, ensuring it is accurate, effective, and posted/removed promptly
- Build and grow CPC social media platforms

OTHER DUTIES

- Work and communicate effectively with staff, congregation, volunteers, visitors, and vendors
- Intentional weekly check-ins with the Director of Communications and the Communications team
- Attend CPC staff meetings and other staff day away/retreats as determined by Director of Communications
- Participate in special weekend services and CPC events as needed

MINIMUM REQUIREMENTS

- Actively pursuing a relationship with Christ
- A creative spirit with a taste for aesthetic; has a passion for finding fresh, innovative ways to communication ideas & concepts
- Has a love for communicating through all mediums—print, digital, and social media
- Excellent writing and editing skills, including mastery of grammar and punctuation

- An interest in theology, art, and culture; holds a general curiosity about the world and appetite to learn and be exposed to new things
- Strong attention to detail and ability to manage a project from start to completion
- Eagerness to join a fast-paced, highly collaborative team environment
- Commitment to make CPC your home church and faith community
- A confident self-starter and multi-tasker

PREFERRED REQUIREMENTS

- Bachelor's degree in English, communications, or journalism, or sufficient job-related experience in communications
- Experience in graphic design, photography, and/or Adobe Creative Suite a plus

PHYSICAL REQUIREMENTS

- Ability to sit, walk and/or stand for extended times

POSITION REPORTING: The Creative Writer & Communications Coordinator reports to the Director of Communications

HOURS: This is a full-time, exempt, year-round position

For further information, or to submit a resume, cover letter and writing sample, please contact:

employment@cpconline.org

Christ Presbyterian Church
Director of Operations
6901 Normandale Road
Edina, MN 55435

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested.