

Communications Director
First Presbyterian Church Shreveport, Louisiana

General Description Communications Director will work to communicate effectively and consistently the message, mission and programs of the church to members, potential members and the community. This is a part time position which would entail approximately 30 hours per week.

Supervisor Head of Staff

Responsibilities Design and implement internal and external marketing strategies consistent with the theology and outlook of the church for the communication of the message, mission and programs of the church.

Serve as a clearinghouse for the church's internal and external communications, including the website, newsletter, visitor's packets and other written communications, to help maintain a consistent message.

Develop and maintain a media presence for the church and its programs.

Monitor and update the website content; oversee general website functionality.

Attend worship services and other events from time to time on an as needed basis.

Education Bachelor's degree required; marketing, communications or related field preferred.

Skills/Training Position requires excellent writing and computer skills including website maintenance and editing. Work experience and background in marketing, communications strategy or planning, brand management or corporate communication is desired. Communications Director needs to be detail oriented, proficient in managing multiple tasks and setting priorities to meet deadlines, flexible in accepting additional responsibilities, adept in exercising discretion, and skilled in working in a team environment.

Working knowledge of Adobe Illustrator, Photoshop and Acrobat and proficiency in HTML, Javascript and CSS are required.

Interested persons should submit a resume to:

Julie Blewer
First Presbyterian Church
900 Jordan Street
Shreveport, LA 71101

Approved at 8/26/09 Session Meeting