

# ***Savannah Presbytery***

3590 Darien Hwy, Suite 8 • Brunswick, GA 31525 • 800-616-3671

## **Communications Coordinator Job Description**

The Savannah Presbytery is seeking a skilled, energetic, highly organized part-time Communications Coordinator. We are searching for someone to help us communicate the joy we find in the Gospel, the power of connection we find in our community of churches, and the information we need to do ministry together.

The Communications Coordinator must be both a planner and a doer, able to manage and implement a broad variety of projects., all with a calm, supportive, and professional demeanor.

Specifically, this position requires, but is not limited to:

- Proficiency in data base management
- Experience with various email marketing tools.
- Ability to create compelling content on various social media platforms

### **Essential Duties and Responsibilities:**

This is the ideal short-term job for someone who likes to create and build things from scratch. With very limited communications in place, and no real communication strategy yet formed, the job responsibilities are:

- The formation of a realistic, yet notable communications strategy, being the primary contact person with committees and organizations affiliated with the presbytery.
- Develop and manage the “brand” for Savannah Presbytery
- Design, write and oversee the overhaul of Savannah Presbytery’s website
- Design of presentation materials for various presbytery events and ministries
- Create a Savannah Presbytery newsletter template
- Create a social media presence for Savannah Presbytery
- Ensure that a demographically diverse audience feels connected to the presbytery by employing different communication means and vehicles that engage individuals with varying levels of technological abilities

This is a part-time position. The Communications Coordinator will report directly to the General Presbyter.

The standard work week for this position is approximately **10-15 hours per week.**

Note: Initially, this position will require more time and energy focusing on the visionary aspects of the job description... i.e. website design, becoming the point person for all of the presbytery committees, and actively engaging ALL of the churches in the process of appointing a Communication Liaison to assist YOU in your work.

**Salary**

**15,000 annual cash**

Interested? Please submit a cover letter, resume, and any pertinent links to:

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