



First Presbyterian Church of Charlotte

Communications Assistant - Part-Time Job Description

Reports to: Director of Communications

Summary:

First Presbyterian Church (FPC) is an inclusive, urban city church in the center of Uptown Charlotte. Guided by the Holy Spirit, we bring our diverse social and theological perspectives to be woven together in a caring community of believers for Christ in the heart of Charlotte.

The Communications Assistant is a 20-hour per week non-exempt position working with and reporting to the Director of Communications. The Communication Assistant will provide support developing communication campaigns that effectively promote the mission and activities of FPC, as well as ensure consistent and engaging messaging across all platforms.

Primary areas of responsibility include:

- Digital content creation.
- Writing and editing newsletters, promotions, and long-form articles.
- Website updates.
- Video editing and posting.
- Various internal and external communications.

Qualifications:

- Bachelor's degree in communications, marketing, public relations, or a related field.
- Two years of communications work experience.
- Minimum one year of professional experience using Adobe InDesign, Illustrator, and Photoshop.
- Experience working with a non-profit or church desired but not required.

Required Skills:

- Strong written and verbal communication skills.
- Graphic design skills.
- Video editing skills and 6 months prior work experience using Adobe Premiere Pro.
- Experience using WordPress (or similar) to manage website content.
- Photography experience preferred but not required.
- Experience using email marketing platforms (e.g., Mailchimp).
- Ability to write content and design newsletter layouts.
- Highly organized with strong attention to detail.
- Excellent time management skills; ability to handle multiple projects and meet deadlines.
- A team-oriented attitude and the ability to collaborate with staff, volunteers, and church members.

- Exhibits flexibility when responding to a weekly work plan that will include both regularly-scheduled and seasonal tasks, as well as last-minute requests.
- Able to perform tasks proactively and with a minimum of supervision.

Essential Functions:

- Organize and edit content for the weekly newsletter, draft newsletter copy, and oversee the production and launch process.
- Prepare and upload multiple variations of the weekly sermon to the FPC podcast, YouTube, and sermon archive.
- Make updates to the church website as needed or requested.
- Lead print production projects, including envelopes, letterhead, labels, and programs.
- Design booklets and programs for events.
- Assist with project management by submitting requests to and providing feedback for our design team and social media team.
- Collaborate with the social media team on content creation: submitting ideas, editing and approving posts.
- Operate USPS bulk mail software and manage in-house bulk mailings.
- Take photographs at church events upon request.

Hours:

This position is scheduled for 20 hours of work per week. Hours will generally consist of on-site work performed between the hours of 8:00 AM – 5:00 PM with a negotiable but set weekly schedule. A sample schedule might include:

- 9:00 AM – 2:00 PM Monday – Thursday
- 11:30 AM – 3:30 PM Monday – Friday
- 8:00 AM – 2:45 M, Tu, and Th

Childcare Protection Policy:

This position requires the satisfactory completion of the church's Child and Youth Protection Policy training.

To apply, send your resume and portfolio to ssaut@firstpres-charlotte.org.