



JOB DESCRIPTION

Job Title: Communications Manager

Date: Sept. 2023

Reports to: Executive Minister

FLSA: Exempt

JOB OVERVIEW

Supports senior staff in developing communication strategies that effectively promote the ministries and vision of University Christian Church. Manages the work of the creative staff, oversees production to meet deadlines, and assures excellence in all forms of UCC communications. Maintains brand and messaging standards for the organization.

ESSENTIAL FUNCTIONS

- Manages communications, marketing strategies, editorial calendar, and public relations activities that support organizational goals.
- Collaborates with senior staff to maintain a cohesive strategic perspective.
- Manages creative staff, department daily activities, and delivery of deadline-driven materials.
- Serves as lead writer and editor for print and digital communications.
- Works with creative staff to ensure that new and consistent information (article links, stories, and events) are published/posted regularly.
- Conducts research to monitor trends in church communications and implement forward thinking direction for all communication activities. Presents the tactics and efforts needed to share, resonate and elevate the UCC story.
- Develops and manages the budget for the Communications Department.
- Completes special projects as assigned by the senior staff.

EDUCATION & EXPERIENCE

- Requires a BA in marketing, journalism or public relations or related field, or equivalent experience.
- Minimum 3-5 years' experience in organizational communications or related field.
- Working knowledge of marketing and web content management systems.
- Prefer experience in strategy development and on-line marketing and social media campaigns.
- Strong knowledge and understanding of current trends in digital media/social media.



- A wide degree of creativity.
- Demonstrated supervisory and management skills.
- Experience working in a nonprofit organization.

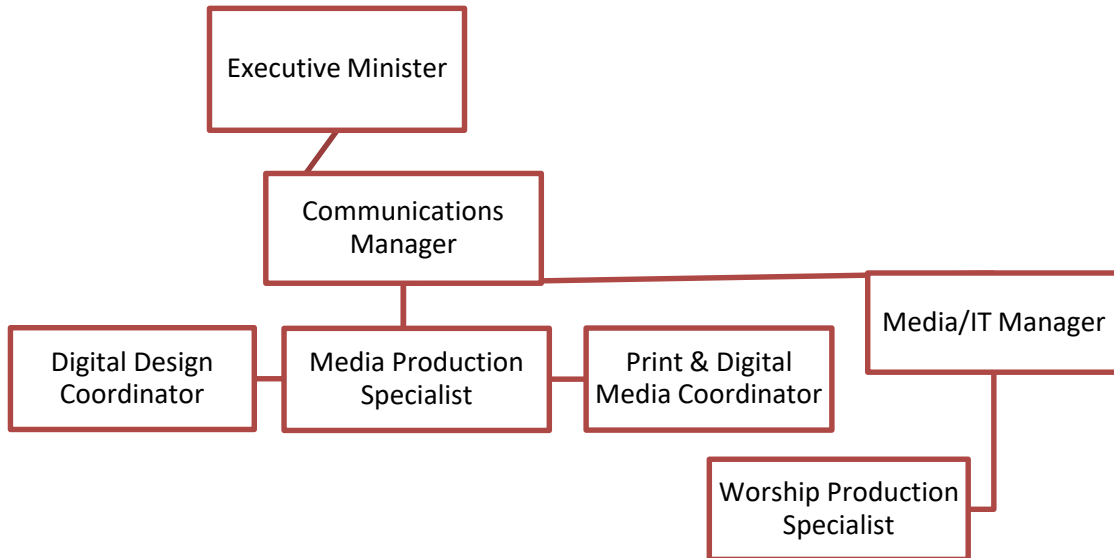
COMPETENCIES, SKILLS, CERTIFICATIONS & LICENSES

- Strong written communication skills including proofreading content for church communications.
- Strong computer skills to include a thorough understanding of technology systems and requirements.
- Strong collaborator with good interpersonal, communication, and customer relations skills.
- Excellent project management skills.
- Strong presentation skills.
- Ability to think outside the box when it comes to sharing the vision of UCC.
- Strong organizational skills and ability to balance several ongoing and deadline-driven projects simultaneously.
- Ability to meet deadlines and work in a fast-paced environment.

PHYSICAL & MENTAL DEMANDS

- Frequently requires problem solving, analyzing and interpreting data and extended focus.
- Attention to detail and mental concentration are necessary for accurately performing tasks, working in a fast-paced environment and handling frequent interruptions.
- Regularly operate a personal computer and express or exchange ideas by means of the spoken word.
- Ability to lift, bend, carry packages and equipment.

ORGANIZATIONAL RELATIONSHIPS



The above statements describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.