



Job Posting: Communications Manager

Cedar Bayou Grace Church as an immediate opening for a Communications Manager (CM) who will be responsible for creating content and managing distribution of content for all digital and print media for the organization.

Duties & responsibilities include, but are not limited to:

- Create a culture of excellence related to media
- Create content for all message series (about 8 per year) formatted for:
 - Print, primarily worship bulletins
 - Website
 - Social media (Facebook and Instagram)
 - Digital sign
 - Worship screens
 - Email distribution
- Maintain and update church website
- Manage, monitor and report social media usage
- Shoot and edit videos as requested by pastoral staff (about 15 per year)
- Attend staff meetings and worship planning meetings
- Create content for various ministry areas to help promote events and ministry activity formatted for:
 - Print
 - Social media
 - Website
 - Social Media
 - Digital sign
 - Worship screens
 - Email distribution
- Other duties as assigned

The ideal candidate will possess a proficiency with:

- Adobe Photoshop CC
- Adobe Illustrator CC
- Adobe Premier Pro, Final Cut Pro, or similar;
- Facebook and Instagram Ad Management;
- Google AddWords;
- Wordpress Dashboard and Wordpress Pro plugin;
- Basic knowledge of website maintenance: servers, domains, etc.



Preferred qualifications for this candidate include, but are not limited to:

- Vibrant, growing relationship with Jesus
- Consistency in personal spiritual growth through prayer and bible study
- Member or willing to become a member CBG
- Maintains personal priorities of home and family well
- Exemplifies Christ-like attitude
- Self-starter, not requiring a great deal of supervision
- 2+ years ministry experience
- 2+ years communication or graphic design experience
- Senses God's call to this position

This part time position will require a dedicated individual who will be able to work 5 hours on Sunday mornings and an additional 15 hours during the week. Salary is commensurate with experience.

Communication Manager applicants should apply by sending a cover letter outlining your call to this position, a portfolio of recent work that is relevant to this position, along with a current resume that specifically highlights your qualifications as related to the job qualifications. Your application packet can be emailed to Karen Tyler at ckarenkate@comcast.net (please note: Communications Manager Applicant) in the memo line of your email.