

## PCPC Job Description

*Park Cities Presbyterian Church exists to extend the transforming presence of the Kingdom of the Lord Jesus Christ in Dallas and to the world.*

PCPC's Mission Statement

**Job Title:** Communications Specialist (P/T)

**Name:**

**Date:** 08/15/22

### **Purpose of Role**

To facilitate the ministry of proclaiming the Word of God.

### **Alignment with Mission and Vision**

Communications Ministry seeks to be the hub for communicating PCPC's vision and accomplishing its mission.

### **Key Job Responsibilities**

- Produce weekly eThis Week newsletter, ETC devo, and Highlights section of the bulletin
- Manage main PCPC Social Media channels (Facebook, Instagram, Twitter)
- Update content on pcpc.org and PCPC app
- Design and layout monthly PCPC News mailer
- Assist other ministries in copywriting, editing, proofing, and sending e-News and print materials
- Find, create, or edit graphics and layout for various digital and print communication pieces

### **Training, Education, and Experience**

College degree with liberal arts background and an emphasis on graphic design/art preferred. Three to five years' experience working with graphic arts/page layouts; writing, editing and proofing publications; web design a plus; proven creativity in visual arts (printed and electronic) and written word. Proficient in the Mac OS environment. Fluent with Adobe Creative Suite programs (InDesign, Illustrator, Photoshop).

### **Competencies and Skills**

- Expert communication and problem solving
- Publishing expertise, effective organizational skills, and alignment with ministry goals
- Requires a selfless attitude and willingness to work with a team
- Makes efficient use of time and resources
- Strong advocate and support for PCPC ministry teams

### **Additional Information**

**Department:** Communications

**Job Family:** Specialist

**Supervisor:** Shawn Davis, Director of Communications