

**CENTRAL PRESBYTERIAN CHURCH**  
*PRESBYTERIAN CHURCH (USA)*  
**305 ALLEGHENY STREET**  
**TARENTUM, PA 15084**  
**(724) 224-9220**

## **I. TITLE**

Communication and Administration Manager

## **II. OVERVIEW OF POSITION**

Central Presbyterian Church is a 130-year-old congregation that is implementing an innovative and Christ-centered plan for assuming a new role in our community as a catalyst for renewal and change.

We are looking for a hard-working and experienced candidate who is ready to work in a rewarding ministry environment and bring their education, gifts, and skill sets to contribute to our unique, dynamic team. The selected candidate should be a motivated and detail-oriented self-starter with an understanding of the importance of good leadership. The candidate will be extremely organized - a quick learner who thrives in a fast-paced environment and works well as a team member.

The list below provides a broad description of the key responsibilities for this position. They serve as a starting point for basic roles and responsibilities, but will be further shaped and developed over time to best match the unique gifts, calling and expertise of the candidate.

## **III. CORE RESPONSIBILITIES**

1. Lead the development and direction of the implementation of all internal and public communications including, but not limited to: weekend announcements, church-wide messaging, materials for committee meetings, external communications media (i.e., print, broadcast, internet, direct mail, Facebook, etc.), media interactions, other communication tools (i.e., bulletins, pew cards, flyers, etc.), comprehensive publicity plans for major church events, and branding continuation.
2. Develop and maintain the content of Central's Facebook page and website to increase traffic and educate the church and community.
3. Provide creative counsel and direction for various ministries of the church as they organize and produce events and services, with a main focus of Faith Community Partners (FCP) serving the mission arm of Central Church.
4. Work collaboratively with all areas of ministry to provide creative and strategic communications.
5. Recruit, train/develop, and encourage volunteer teams for engagement in the Communications department including, but not limited to, tasks necessary for the ongoing operation of FCP.
6. Be the primary connection point between the church and any partnering organizations.
7. Develop annual ministry plan and budget.
8. Continued honing of technical proficiency.
9. Handle donations, thank-you letters, and record keeping for the church database (©Realm), including maintaining print and electronic files for church office. This includes counting offerings, recording gifts, issuing statements, and other detailed record-keeping.
10. Responsible for sorting and distributing mail, and directing phone messages to appropriate parties in a timely fashion.
11. Maintain central inventory of office supplies for the church, and complete necessary paperwork.

#### **IV. PERSONAL AND TECHNICAL QUALIFICATIONS:**

1. A person who is supportive, enthusiastic, and can articulate the vision and core values of Central Church and Faith Community Partners.
2. A person who is confident, strategic, and self-disciplined, helping others see the “Big Picture” of Central Church and FCP.
3. A person who is sensitive to faith-related issues, and has a strong sense of mission-mindedness.
4. A person who is highly organized and passionate to implement effective communications.
5. Self-starter with the confidence to develop and implement vision and strategy.
6. Attention to detail and follow-through on assignments and deadlines. Responsible for editing and proofreading for accuracy and appropriateness.
7. A commitment to good interpersonal relationships, teamwork, and support of church staff and ministries.
8. Manage time to effectively prioritize ministry needs with or without supervision.
9. Demonstrated proficiency with Microsoft Word, Excel, Power Point, and Publisher as well as Adobe.
10. Understands contemporary culture and trends and the ability to use that knowledge to develop appropriate communications.
11. Experience in graphic design, art direction, branding, marketing, project management and organization.
12. Experience in or the desire to develop competent grant-writing skills.
13. Preferred Education: 2+ Year degree in Communications, Graphic Design, Marketing or Business.
14. Preferred Experience: 3+ years experience in professional communications or related position.

#### **V. WORK SCHEDULE, ACCOUNTABILITY, AND COMPENSATION**

This is a full-time, salaried position with benefits package. Salary is established by qualifications and experience, and may be reviewed annually with the Senior Pastor of Central Church and the Executive Director of FCP during performance review. The Communication and Administration Manager is expected to work approximately 40-45 hours (Monday – Friday), with weekend event presence as needed. The Communication and Administration Manager is accountable to the Session through the Senior Pastor, and the Executive Director of Faith Community Partners, who both serve as supervisors. Both supervisors shall review the performance of the Communication and Administration Manager annually.

#### **VI. APPLICATION**

Interested applicants may apply by sending a resume to David Rankin at [gramus@verizon.net](mailto:gramus@verizon.net).

Central Presbyterian Church is located at 305 Allegheny Street, Tarentum, PA 15084. Faith Community Partners (FCP) is a stand-alone 501c3 non-profit that serves as the “mission arm” of Central Presbyterian Church. FCP works to restore hope in people’s lives by building relationships and connecting people with needs to available services, and also serves to act as a catalyst for community renewal.