

Title: Director of Communications

Salaried part-time exempt, 60 hours per month (average of 15 hours per week). Tasks may be done from a remote site, but 2-4 hours per week are required in the church office for staff coordination.

*Unity Presbyterian
1146 Greentree Road
Pittsburgh, PA 15220*

Unity Presbyterian Church is seeking a person of personal faith in Jesus Christ, with a desire to serve Him and His Church by developing and implementing our church growth and marketing program. The successful candidate will possess good organizational skills, with the desire and ability to work efficiently as part of a church team. Strong delegation skills are required. In addition, the candidate must possess effective communication skills, copy-writing/editing skills, and a current working knowledge of Microsoft Word, PowerPoint, Adobe InDesign, and photo editing software. Familiarity with social media formats such as Facebook, Instagram, Twitter and Snapchat is essential. The ability to construct news releases for print publications will be needed. Search Engine Optimization and Marketing (SEO/M) knowledge is an important plus. A primary responsibility of The Director of Communications is sending regularly scheduled and special "e-blasts" as well as timely updating of social media and webpage content.

The Director of Communications reports directly to the Senior Pastor, as Head of Staff, but will also work closely with the Communications Committee, and will collaborate as needed with Church Staff and other church committees.

A Bachelor's degree is preferred.

Interested candidates may send their resumes by August 1, to Pastor Dennis Molnar: dmolnar@unitypresbyterianchurch.org