

Congregational Church of Hollis, UCC

Part-Time (~21 Hrs/Wk) Church Communications, Website, and Social Media Administrator

Hollis, NH

Job Summary

We are looking for a new team member to join our active, committed staff to help develop and maintain good internal and external communications with our church members and the local community. Responsible for coordination of desktop publishing of weekly announcements, bulletin, and monthly Chimes newsletter line. Update and maintain our Church Website and social media presence including Facebook. Work closely with other church members, boards and committees to gather relevant data for posting to our church website. Provide creative solutions to drive efficiency and ease of use for online calendar management, online forms and room reservations. Become a point of contact and knowledgeable user of our streaming services, and prepare online materials and agenda for Sunday service. Coordinate closely with fellow administrative staff member to cross train and support the office workload as needed.

Job Requirements/Experience

Must have previous experience in creating desktop communication like newsletters, bulletins and emails. Constant Contact and Google Docs experience a plus.

Must have hands-on knowledge of WordPress website maintenance, as well as social media administration.

Strong interpersonal skills including the ability to talk to and work with church members and potential church members.

Prefer experience in using desktop applications to manage calendars and create other process efficiencies like file/electronic/web forms, shared areas for working teams etc.

Experience with maintaining anti-virus protection and performing computer-related updates.

Self-starter; able to work independently.

Ability to be a trusted team player, and maintain private data.

What makes this position special?

Opportunity to work with a dynamic church community including positive team-oriented staff and church members

Flexibility with establishing work schedule – with some at home work possible

Opportunity to bring your personal creativity and process improvement recommendations - you can make your mark and help to keep our church on track for future growth.

To Apply or send inquiries – send cover letter and resume to the attention of:

personnel@hollischurch.org

You do not need to be a church member to apply, but will need to respect the people and the work of the church.