

Brand & Content Manager

Status: Full-Time, Exempt

Schedule: 40 hours per week

About the role

Community Church Oshkosh is looking for a creative, strategic storyteller to lead our communications and creative media efforts. As Brand & Content Manager, you'll shape how CCO shows up across every platform – protecting our brand, capturing what God is doing in our community, and helping people understand where we're going and what their next step is.

This is a hands-on role for someone who loves design, writing, video, and social media, and who wants to use those gifts to tell the story of life change happening at CCO.

What You'll Do

Communications

- Tell the story of what God is doing through Community Church
- Own and oversee all church social media accounts – posting, monitoring, and responding to comments and messages.
- Write a weekly blog and send a weekly email highlighting CCO events and news
- Keep our website and app updated with current events, information, photos, and video
- Coordinate and produce content for Sunday morning announcements, including recording and editing.
- Manage event registrations in Planning Center Online (PCO)
- Edit and upload weekly sermons to Subsplash and keep YouTube current.
- Design and distribute quarterly ministry updates

Graphic Design

- Create graphics for sermon series, events, banners, and signage.
- Maintain consistent branding across all design work.
- Manage relationships with printers, photographers, and marketing vendors.

Marketing

- Creatively market CCO's events, initiatives, and outreach.
- Capture photo and video during services and events for future use.
- Design and coordinate church merchandise.

Visual Content & Administration

- Operate cameras and video equipment and train/lead volunteer media teams.
- Maintain and care for CCO's media equipment and inventory.
- Partner with the Executive Pastor on the annual media budget.
- Maintain CCO's media library for historical and future use.

This role reports directly to the Executive Pastor and includes regular participation in staff meetings.

What We're Looking For

Required

- Bachelor's degree in graphic design, communications, marketing, advertising, public relations, or a related field
- At least one year of graphic design experience (internships count)
- Proficiency in Adobe Creative Suite
- Strong writing, editing, and verbal communication skills
- Experience managing social media across multiple platforms
- A track record of delivering creative projects with excellence and on time
- Someone who thinks strategically about communication across every channel – not just one

Preferred

- Training in multimedia or communications
- Website design experience
- Background in communications, PR, marketing or advertising

Personal Qualities

- A growing walk with the Lord, marked by a genuine love for Jesus Christ and others
- Agreement with CCO's Affirmation of Faith
- A heart to serve CCO families with the gifts God has given you.
- Self-motivated, collaborative, and able to work well with staff and volunteers
- Creative, energetic, and comfortable making decisions.

Good to Know

This role involves physical work – setting up and moving equipment (up to 50 lbs), regular stooping, bending, reaching, and lifting. Evening and weekend work is part of the job, in step with our church's schedule of services and events.

How to Apply

- Complete CCO Employment Application <https://community-church.churchcenter.com/people/forms/1315506>
- Send cover letter and resume to tims@community-church.com