

Job Description

Position:	Communications Manager
Reports To:	Director of Communications
Supervises:	N/A
Status:	Part-time (15-20 hours per week), Non-Exempt, Hourly
Evaluation Due:	Annually by the Director of Communications
Location:	Charlotte, North Carolina (On-site)
Effective Date:	July 2026

JOB SUMMARY

Covenant Presbyterian Church is seeking an experienced Communications Manager to assist in executing the vision and strategy for communications to church members of all ages, life stages, and needs. This role also assists in providing communication services and support to church leadership and ministries, including education, congregational life, mission and outreach, worship and music, schools, recreation, food service, facilities, finance and stewardship, as well as member-led groups.

Duties and Responsibilities

- Assist in managing communications workflows and processes, ensuring campaigns are efficiently executed.
- Maintain the church's content calendar, publish content to social media and other channels, and track monthly engagement metrics.
- Gather content and create, edit, and schedule two weekly congregational emails, Windows on Covenant and Weekend Update.
- Coordinate with ministers, staff, and an external designer to produce weekly worship bulletins for four Sunday services, assisting with proofing, printing, and uploading digital files to the website.
- Create wedding, funeral, and seasonal event bulletins as needed.
- Assist in organizing information from staff and proofing outgoing communications.
- Help ensure church communications adhere to brand guidelines and reflect the values and mission of the church.
- Refresh website content weekly using a content management system.
- Compile content and assist with production of special communications projects, including Advent and Lent devotional booklets, major events and speakers, and other needs.
- Capture and edit photos and produce graphics using design templates for social media and other channels as needed.
- Serve as the primary day-to-day point of contact for communications during periods of Director absence.
- Participate in staff meetings as needed.

Qualifications

- Minimum three years of experience in marketing or communications, preferably within a church or nonprofit environment.
- Proficiency in social media marketing and familiarity with marketing analytics.

- Excellent project management skills with experience gathering, proofing, and editing written submissions from staff and external sources.
- Ability to work independently with minimal supervision.
- Ability to multitask in a fast-paced, deadline-oriented environment and deliver accurate information while managing input from multiple sources.
- Ability to handle sensitive congregational information with care and confidentiality.
- Proficiency with Microsoft 365 products such as Word, Excel, PowerPoint and Outlook.
- Experience using email marketing platforms and content management systems. Subsplash or Ekklesia web platform experience is a plus.
- Photography, videography, or video editing skills are a plus.

Physical Requirements:

Requires prolonged sitting, some bending, stooping, stretching, standing, and lifting to 30 pounds occasionally. Requires hand-eye coordination and the ability to sufficiently operate a computer and other technology equipment. Requires normal and/or correctable range of hearing and vision.

Work Conditions:

Work in an office environment, involving contact with staff and the congregation. Work requiring deadlines that may include multiple interruptions that can be stressful at times. Regular workweek is Monday through Friday with occasional evening and weekend work. Hours may temporarily increase during staff transitions or periods of Director absence.

This position description is not intended to be a comprehensive listing of activities, duties or responsibilities that are required for this role.

Contact:

Email resume and cover letter to careers@covenantpresby.org.