



Job Title: Communications Coordinator

Part-Time | Approximately 6 Hours/Week

About the Role

The Communications Coordinator will help Gashland communicate clearly and creatively, helping our church family and prospective guests know what's happening, how to get involved, and where to find information. This role will oversee key aspects of Gashland's digital and visual communication, including social media, promotional materials, and website content and will report to the Pastor of Community. The ideal candidate will bring creativity, strong communication skills, attention to detail, and a desire to use their gifts to serve the local church. This flexible, approximately 6-hour-per-week position offers a meaningful opportunity to strengthen Gashland's communication and online presence.

Core Responsibilities

- **Social Media & Digital Content | 2 Hours/Week**

Help Gashland maintain a consistent and engaging presence on social media by scheduling 3–4 weekly posts on Instagram and Facebook, creating short-form video content from existing footage, and capturing photos and videos – all with the goal of strengthening our online presence and helping people connect with the life of our church.

- **Creative Communications | 3 Hours/Week**

Create clear, attractive, and engaging print and digital graphics that help our church family and prospective guests know what is happening and how they can participate. Use existing templates and Gashland's visual style to promote ministry events, programs, and opportunities.

Note: This role does not send out weekly newsletter and bulletin.

- **Website Content Management | 1 Hour/Week**

Keep the church website current, engaging, and easy to navigate by making basic updates such as adding/deleting events, updating ministry information, posting

sermon links, correcting outdated details, and making basic improvements that help people find Gashland online.

Qualifications

- Regular attendance at Gashland Presbyterian Church and alignment with the church's theological convictions.
- Familiarity with Facebook, Instagram, and X, including social media trends and algorithms.
- Proficiency in Canva and/or Adobe Creative Suite.
- Strong written and visual communication skills with an eye for engaging, consistent, and visually appealing content.
- Organized, detail-oriented, and self-motivated, with the ability to manage multiple projects, meet deadlines, and work independently and collaboratively.

To Apply

To apply, please submit a resume and a sample of your work – it could be an event flyer, a social media post, a graphic you designed, etc. to **josh@gashland.org**. We look forward to hearing how you might use your gifts and skills to serve Gashland in this role.