



1455 East Valley Road  
Santa Barbara, CA 93108

[www.elmopres.org](http://www.elmopres.org) | 805-969-5041 | [www.eco-pres.org](http://www.eco-pres.org)

## **Position Description: Communications Manager**

**Purpose:** Reporting to the Lead Pastor, the Communications Manager plays an integral role in ensuring the timeliness and accuracy of communications from the church.

**Accountability:** Reports to the Lead Pastor and ELMO Session and assists the Pastor to Families and Children.

### **Key Responsibilities**

The Communications Manager must have extensive graphic art and website design skills, as well as general office skills and proficiency with Constant Contact, Microsoft Office and Publisher. A deep personal relationship with Jesus Christ is essential.

#### **Daily responsibilities:**

- Maintain the church web site and assist with the design and dissemination of all printed and electronic communications.
- Assist the Pastor to Families with newsletters, mailings, and other requests.
- Assist the Office Manager with these tasks as required:
  - Answering phone calls, emails and in person requests when the Office Administrator is unavailable.
  - Providing administrative support for Pastoral staff, other staff, the Session, Deacons, committees, small groups, various ministries, covenant partners and volunteers
  - Scheduling use of facilities for various events, meetings, weddings and memorials.
  - Scheduling and updating the office calendar and the calendar for the Creative Studio spaces.

#### **Weekly Responsibilities:**

- **Assist the Office Manager or coverage if the Office Manager is absent:**
  - Serve as the backup for preparing the weekly Order of Worship and any additional items for worship on Sundays.

- Update the website with worship documents, sermons and livestream events.
- Attend weekly staff meetings.

**Other ongoing responsibilities as required.**

- Training volunteer office staff
- Oversee the church website and other forms of communication including print media for internal and external audiences
- Create documents for publication and in print online.
- Assist the Church Liaison with weddings, funerals and other events on campus.
- Provide basic troubleshooting / maintenance for office equipment and seek further assistance as required.
- Coordinate IT care and maintenance.
- Assist with updates to Realm.
- Maintains phone and internet services

**Expectations:**

The Communications Manager will be a self-starter, about to work with limited supervision. He or she is an active participant in the success of the church who helps to achieve the intermediate and long-term goals. He or she is a solutions finder, who works joyfully, knowing this is more than just a job, but a way to serve our Lord Jesus Christ as a part of a team that seeks to spread the gifts we have been so blessed to receive.

**Physical Requirements:**

- Able to sit for long periods
- Able to lift 20 pounds
- Able to bend, squat or kneel to access lower cupboards