

*Fairview Village Church of the Nazarene*  
*Celebrate, Connect, Care*

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***Communications Specialist***

**Accountable To:**

Communications Director and Internet Pastor

**Roles and Responsibilities:**

As part of the Communications Team, the Communications Specialist will support the team's overall purpose of actively engaging with and raising awareness in the community of who we are and participating in the implementation of all internal and external programming of the church. The role and responsibilities include, but are not limited to:

- Ongoing design, maintenance and programming of church website and app
- Ongoing improvement to our Search Engine Optimization (SEO)
- Review analytics for current communications tools (Social Media, app, website, email, etc.)
- Providing support for our online church ministry
- Researching tools, best practices, and benchmarking to continuously improve overall communications and marketing strategies
- Identify additional social media tools and resources for implementation
- Assist in the internal and external communications efforts of the church
- Advertising implementation
- Collaborate in strategy development for marketing and communications programming, campaigns, and events
- Participate in graphics review and design
- Editing manuscripts
- Other tasks as assigned by supervisor

**Skills and Core Competencies:**

- Excellent written and verbal communication skills
- Ability to do basic photography
- Ability to manage a flexible schedule, task-switch and prioritize daily workload
- Advanced knowledge of and proficiency using Microsoft Office Suites, Adobe Suite, Google Docs, Zoom, Instagram, Facebook, YouTube, Facebook Messenger, etc.
- Flexible and adaptable to change
- Self-directed, self-starter with exemplary planning and time management skills
- Collaboration and teamwork: Ability to work collaboratively with all staff teams
- Decision-making: Ability to make independent decisions on a daily basis, addressing the best way to handle specific tasks
- Experience using Ekklesia 360, Subsplash, Mailchimp, and Basecamp preferred

**Work Schedule**

- Monday – Thursday; 8:30a-5:00p
- Occasional work on Fridays and Saturdays
- Sundays are our regular church service days where participating in communications and marketing activities will be needed

**Work Ethic and Other Requirements**

- The office opens at 8:30 a.m.
- Must be a professing Christian in word and deed
- Comply with FVCN employee manual and Staff Playbook
- Must be or be willing to become a regular attender/member of Fairview Village Church
- Attend at least one service per week as worshiper
- Embrace FVC philosophy, vision and mission as defined by leadership
- Required participation in scheduled weekly staff meetings and ad hoc meetings

**Environment Conditions:**

- Works Primarily indoors.
- Occasional exposure to steps, stairs and uneven surfaces.

**Education and Experience:**

- BA degree, preferred
- 2 years experience

**Review:**

- Annually with interim, mid-year evaluation.

**How to Apply:**

If you are interested in being part of a vibrant, Christian community as a Communications Specialist, please email your resume **and** cover letter to LeTonya Clark at [LeTonya.Clark@fvcn.org](mailto:LeTonya.Clark@fvcn.org) (no phone calls please).

**NOTES:**

- We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.
- Applicants invited to interview will be contacted within two weeks from the date of cover letter and resume receipt.
- This position will remain posted until filled.