

Communication Manager Job Description

Bethany United Methodist Church, located in the Noe Valley neighborhood of San Francisco, seeks a part-time Communication Manager who can develop and implement an effective communication plan to engage church members and build connections with the Noe Valley community. Bethany has a small, diverse membership and a legacy of commitment to offer sanctuary, inspire personal transformation, foster a faith community, and engage locally and globally for social justice.

This is a part-time position with outsized potential for impact.

Essential Responsibilities

- Gain an understanding of the Bethany and the Noe Valley communities, including their cultures, their needs, and their interests
- Work with Bethany staff and leaders to establish communication goals and develop an annual communication calendar to effectively publicize church activities, communicate Bethany's mission to the community and highlight the ways that Bethany serves the Noe Valley community
- Use a variety of communication tools and platforms to achieve Bethany's communication goals:
 - Website
 - Social media platforms, as appropriate
 - Newsletter: monthly newsletter for Bethany members
 - Press releases, when appropriate
 - Other creative channels to engage both internal and external audiences
- Develop and disseminate a "brand standards style guide" that can be used by staff and volunteers
- Develop volunteer teams, as needed, to accomplish communication goals

General Qualifications

- Able to create and maintain collaborative and effective relationships with diverse communities
- Excellent written and oral communication skills
- Open to working within a progressive church community
- Demonstrated ability to work productively in a remote work arrangement

Communications Qualifications

- Up to date knowledge of communication and technical trends
- Interested in improving communication platforms to communicate more effectively with diverse audiences
- Experience with the development and implementation of communication strategies for internal and external audiences
- Demonstrated competency in basic graphic design, basic video production software, and basic video production equipment
- Demonstrated competency in social media communications management, website management, and associated analytics
- Demonstrated experience with the creation of print and online communications

Desired but not required: Experience working in a church or non-profit environment

Reports to: Pastor

Time commitment: 15 hours a week; occasionally, additional hours are required

Job Location: Flexible; remote work possible, with some time at the church and in Noe Valley

To apply: Submit resumé and a one-page letter of interest to bethanysfcoms@gmail.com

Deadline: September 30, 2021