

The Presbyterian Church, Fredericksburg, Virginia
Communications Assistant/Intern

Objective

Support the church's communication efforts through print and digital materials across multiple platforms.

Responsibilities

Content Creation

Develop clear, accurate, and brand-aligned content using information from staff and volunteer leaders, including:

1. Weekly Constant Contact with Administrative Assistant (deadline: Tuesday at noon).
2. Weekly Announcement Slides (deadline: Thursday at noon).
3. Quarterly publication highlighting faith formation class offerings.
4. Seasonal materials such as program covers, brochures, posters, and fliers.
5. Occasional exterior fence banners.

Website Management (Refresh Websites/ACS Technologies/Realm)

1. Weekly updates to announcements, events, and registrations.
2. Monthly updates to photos, banners, and other visual content.
3. Revisions to narrative content as requested by committees.
4. Make recommendations for design improvements to enhance usability and clarity.

Administrative

1. Communicate regularly with staff to identify priorities and coordinate workflows.
2. Attend monthly staff meetings where practicable (1st Tuesdays, 9:30 am).
3. Provide a monthly written work summary to the Communications Committee and attend meetings as requested in-person or virtually (3rd Wednesdays, 7 p.m.).
4. Advise Communications Committee on communications strategies, best practices, and branding/style guides.

Hours of Work, Location, and Equipment

Except for two scheduled monthly meetings, this role may be completed remotely and on a flexible schedule, provided deadlines are met and communication with collaborators remains consistent and reliable. The position requires an average of 10-12 hours per week.

The church will provide access to all required web-based software and on-site printing supplies. The Communications Assistant is expected to use a personally maintained computer.

Accountability

This position works closely with the Administrative Assistant to coordinate communications timelines and production and collaborates with the Communications Committee and Pastor on overall communications strategy. The Pastor and Head of Staff

serve as supervisor and will resolve any conflicts in assigned duties or requests. The Personnel Committee functions as Human Resources on behalf of the Session.

Qualifications

1. Excellent written and verbal communication skills, including familiarity with or ability to learn church terminology and theological language.
2. Experience in graphic design, including proficiency with Canva.
3. Experience in Constant Contact or other Content Management System.
4. Experience with website updates and content management.
5. Proficiency in Microsoft Office (PowerPoint, Word, OneDrive, SharePoint)
6. Strong organizational skills, attention to detail, and a proactive approach to managing multiple projects while collaborating effectively with staff and volunteers.
7. Commitment to supporting the vision and mission of The Presbyterian Church.

Compensation and Benefits

This position receives a monthly stipend of \$800. As a temporary, contracted role, no additional benefits are offered.

Resumes with cover letter of interest can be sent to apply@fredericksburgpc.org.