

**The Presbyterian Church, Fredericksburg, Virginia**  
**Communications Assistant**

**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 9 am).
2. Weekly Announcement Slides (deadline: Thursday at 9 am).
3. Support videographer team for worship livestream production (frequency to be determined)
4. Quarterly publication highlighting faith formation class offerings.
5. Seasonal materials such as program covers, brochures, posters, and fliers.
6. Annual Report
7. 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. Meet established deadlines and be available to turnaround requested changes within 24 hours.

**Hours of Work, Location, and Equipment**

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 8-10 hours per week, with the expectation of response within 24 hours.

The church will provide access to all required web-based software. 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](mailto:apply@fredericksburgpc.org).**