



<https://jesushouse.org/job/communicationsspecialist/>

## Communications Specialist

### Description

**POSITION:** COMMUNICATIONS SPECIALIST

**RESPONSIBLE TO:** CHIEF OPERATING OFFICER

**RESPONSIBLE FOR:** CHURCH COMMUNICATIONS

**LOCATION:** JESUS HOUSE CHICAGO CHURCH OFFICE

### JOB SUMMARY:

The Communications Specialist at Jesus House Chicago will play a dual role in supporting the church's mission through effective communication strategies and efficient administrative functions. This position requires a dynamic individual who is both creative and organized, capable of managing communications initiatives while handling day-to-day administrative tasks. The ideal candidate will enhance the church's presence in the community and online, ensure smooth office operations, and support church ministries.

### Responsibilities

#### Key Responsibilities:

#### Communications Specialist Duties:

##### 1. Content Creation and Management:

- Work with volunteers and other parties to develop, write, and edit content for the church's social media accounts, newsletters, and bulletins.
- Work with the IT team to update the church's website with new content, ensuring information is current and accurate.
- Review all content to ensure it is engaging and reflects the church's mission and values.
- Design and produce promotional materials for church events and activities, occasionally collaborating with external parties for execution.
- Create and execute marketing strategies to boost engagement and participation.

##### 2. In House Collaboration:

- Work closely with the programs and production teams to ensure the church calendar is up to date and communicate effectively about upcoming events and initiatives.
- Collaborate with different teams and departments as needed to ensure timely promotion of church events, programs, and activities across multiple communication channels.

##### 3. Internal Communications::

- Develop and implement strategies for effective internal communication to keep staff, volunteers, and church members informed about updates within the church and about upcoming

### Hiring organization

Jesus House Chicago

### Job Location

60618, Chicago IL

### Date posted

July 16, 2024

events and activities.

### **Administrative Duties:**

### **Office Support:**

- Support daily operations of the church office, including answering phones, responding to emails, and assisting visitors.
- Maintain office supplies and equipment, ensuring the office is organized and well-stocked.
- Provide administrative support, including scheduling appointments, managing calendars, and preparing office documents.
- Handle office correspondence and ensure timely communication.

### **Qualifications**

- **Education:** Bachelor's degree in Communications, Public Relations, Marketing, Business Administration, or related field preferred.
- **Experience:** Proven experience in communications, marketing, or public relations. Previous administrative or office management experience is highly desirable.
- **Skills:**
  - Excellent written and verbal communication skills.
  - Proficient in social media management and content creation.
  - Strong organizational and multitasking abilities.
  - Proficiency in Microsoft Office Suite and Adobe Creative Suite.
  - Ability to work independently and as part of a team, being proactive in all tasks and collaborations.
  - Knowledge of church operations and nonprofit organizations is a plus

### **Compensation**

We offer competitive compensation packages commensurate with experience and qualifications. Our goal is to ensure that our employees are fairly rewarded for their contributions and have access to benefits that support their well-being and professional growth. Details regarding compensation will be discussed during the interview process.