

# WHITE MEMORIAL PRESBYTERIAN CHURCH

Raleigh, North Carolina

## Publications Coordinator

**Reports to:** Communications Director

**Effective:** August 2018

**Directly Supervises:** N/A

**Status:** Part-time (20-30 hours)

**FLSA:** Non-Exempt

### Job Summary

#### Essential Functions:

Working with various staff members, will gather content (liturgy, music and calendar) necessary to produce and layout weekly Sunday bulletin for traditional service. This includes working on two annotated bulletins for worship each month.

Position will work with Communications Director to layout bulletin inserts, monthly newsletter and two weekly email blasts to congregation. This includes importing graphics and verifying content. May also include writing content for email blasts.

May be asked to proof material for grammar, punctuation and spelling.

Schedules printing of all bulletins, inserts and monthly newsletters.

Posts bulletin, bulletin inserts and monthly newsletter to website.

Updates worship information on home page of website.

Prints and distributes pastor proofs of bulletin, inserts, and printed version of weekly email blasts.

#### Other Responsibilities:

Operates copier, folding machine

Operates scanner

Performs other related duties as required

#### Minimum Qualifications:

Graduation for high school supplemented by college level course work in writing, English or journalism and experience in layout and editing of publications and documents; or an equivalent combination of education and experience.

Hands-on experience in InDesign, Photoshop, Illustrator strongly desired.  
Knowledge of Constant Contact preferred.  
Considerable knowledge of writing, grammar, spelling, punctuation and other editing requirements.  
Knowledge of AP Style Guide preferred.  
Working knowledge of layout techniques and an eye for design.  
Working knowledge of desktop publishing, graphics and word processing software.  
Ability to communicate effectively in person, by telephone and written word.  
Ability to be tactful and courteous.  
Ability to follow oral and written instructions and procedures.  
Ability to organize work and operate under tight deadlines.  
Ability to establish effective work systems, processes and procedures to meet the demands of the job.  
Ability to be flexible in handling last minute changes.  
Ability to establish and maintain effective working relationships with church members and staff, vendors and the general public.

**Core competencies:**

**Attention to Detail:**

Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

**Technical Expertise:**

Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills.

**Creativity and Innovation:**

Generates ideas and brings fresh approaches to looking at projects. Takes acceptable risks; learns from mistakes; has good judgement about which creative ideas and suggestions will work. Is sensitive to congregational needs and church policy in presenting ideas for publicity.