

Communications Director / Intern

Hourly commitment and compensation

10-15 hours per week, paid hourly; rate TBD based on specific position and experience

Note: we are beginning this position as a 1-year contract that could be renewed or made permanent upon completion.

Summary

The Communications Director / Communications Intern will oversee or support the church's mission and ministries through key digital, social, and print media strategies and assist with CCC's internal communications. The intern must demonstrate a Christian faith in line with the [beliefs](#) and practices of CCC and will need to attend CCC on Sundays, but does not need to be a member of the church.

Primary responsibilities

Note: these responsibilities are for the full Communications Director position. If this is taken as an internship, we will discuss changing specific duties as needed.

Internal and external communication

- Attend weekly staff meetings (on Wednesday morning) and record notes
- Create and send the CCC weekly email and other regular emails (like Iron Leadership)

Web content

- Work with staff and ministries to create and update web content
- Evaluate web content and branding on an ongoing basis and recommend improvements

Digital and social media

- Manage church social media channels, producing content and improving audience engagement in line with church communication strategies
- Specifically, manage the church's Facebook Live feed when it airs on Sunday mornings and support other digital broadcasts in partnership with the A/V team

- Consult with church staff on how to create and share digital and social content (podcasts, social media feeds, etc.) more effectively

Digital graphics

- Produce digital graphics* related to sermons and events as needed

Print materials

- Consult on and/or produce print materials to support church ministries and events

Event publicity / Storytelling

- Help plan the publicity / promotion of events and arrange for photos, videos, etc. to tell the stories from events as appropriate

** We currently use Canva and Nucleus, which use collections of existing photos and illustrations – the skills to produce original illustration/design would be a plus, but are not necessary.*

How to Apply

Email Joseph Rhea (joseph@cccwnc.com) ...

1. Whether you'd like to apply as a director, intern, or both
2. A resume highlighting your experience related to the responsibilities outlined above
 - a. Be sure to include areas of media production and programs you're competent in
3. Any samples or screenshots of work relevant to the position
4. One reference who can affirm your professional qualifications and one who can affirm your qualification to serve in a church (they can be the same person or different people)
5. Original material developed to fulfill the sample project below

Sample Project

Imagine that CCC's next sermon series is on the Psalms, and is called "The Psalms: Songs of the Soul." The emphasis will be on how the Psalms capture a wide range of experiences of the human soul and how they shape our souls as we pray them.

Using the [CCC website](#) and the [CCC color palette](#) as inspiration, create the following pieces:

1. A series graphic that could be posted on the church website (can be in any dimensions)
2. A 100- to 300-word email announcing the sermon series, including a brief introduction to the Psalms and an explanation of our theme
3. A very brief introduction to the sermon series that would be shared on Facebook or Instagram