

COMMUNICATIONS CONTRACTOR FOR NATIONAL PRESBYTERIAN CHURCH

The National Presbyterian Communication Contractor is a 10-15 hour per week contracted position, ideal for someone beginning their career in the communications field. The position may be offered on a rolling basis: winter (January – April), summer (May – August), and fall (September – December) with an option to extend or for longer term. The Communications Contractor is under the direct supervision of the National Presbyterian Church Communications Director. The position onsite at the church and is normally not for remote work and is offered on a contracted hourly basis.

Primary tasks include:

- Drafting, editing, and preparing for print the weekly newsletter and email
- Updating the church's website content
- Developing and analyzing content for social media
- Tracking metrics
- Assisting with the development and design of print media (posters, brochures, etc.)
- Participating in webinars, seminars, and research in the field of communication
- Preparing mailings
- Administrative support for communication

Qualifications:

- Proficiency with Adobe Creative Suite (Photoshop, Illustrator, InDesign) and MS Office (Word, Excel, Outlook)
- Well-versed in social media platforms
- Excellent written and oral communication skills
- Ability to work independently

About National Presbyterian Church:

A multigenerational church with a rich heritage, National Presbyterian Church is made up of approximately 1,500 members from Maryland, D.C., and Virginia and holds both traditional and contemporary services every Sunday. National offers a variety of classes and programs for adults, children, and teens; guest speakers and concert series throughout the year; and service projects both locally and internationally. Established in 1795, National Presbyterian Church now resides in northwest D.C. where President Dwight D. Eisenhower laid the cornerstone of the current building. National Presbyterian is a member of the PC(USA) denomination.

To Apply:

Please send a resume, cover letter, and three samples of your work to communications@nationalpres.org



Contact:

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