

# COMMUNICATIONS CONTRACTOR FOR THE NATIONAL PRESBYTERIAN CHURCH

The National Presbyterian Communication Contractor is a 10-15 hour per week contracted position over the course of four months, offered on a rolling basis: winter (January – April), summer (May – August), and fall (September – December) with an option to extend. The Communications Contractor is under the direct supervision of the National Presbyterian Church Communications Manager. The position is offered on a contracted basis of \$14.00 per hour.

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
- 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 The National Presbyterian Church:

A multigenerational church with a rich heritage, National Presbyterian Church (NPC) is made up of approximately 1,500 members from Maryland, D.C., and Virginia and holds both traditional and contemporary services every Sunday. NPC 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.



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