

**COMMUNICATIONS MANAGER**  
**PRESBYTERY OF THE CASCADES**

**Title:** Communications Manager  
**Position:** Appointed Staff – appointed by the Personnel & Administration Committee to provide communication services for the Presbytery of the Cascades  
**Type:** Regular or Contract Employee  
**Status:** 15-20 Hours per week  
**Purpose:** The Communications Manager assists the Presbytery staff and collaborates with the Communications and Technology Team (CATT) by building relationships and increasing engagement. This position provides strategic direction through timely, creative, branded, efficient, and effective communication of the Presbytery's values, mission, ministries, and events, both to its members, congregations, surrounding communities, and internal and external entities.

**After reading this, if you have questions or to apply: [CLICK HERE](#)**

**Position Responsibilities:**

1. Supervise 2 part-time remote employees, including managing performance expectations and reviews.
2. Drive the creative development, distribution, and maintenance of all Presbytery communication channels by creating digital newsletters, presentations, and other informative documents. Required job skills include a solid working knowledge of MS Office 365, Canva, WordPress, and MailChimp, as well as strong writing and editing ability. Samples of creative and written work will be requested during the interview process.
3. Enhance our online presence through social media posts to better engage our audiences and leading to measurable impact. Communicate celebratory stories related to congregations, worshiping communities, and other activities of the presbytery for use in internal / external media.
4. Serve as Presbytery webmaster: maintaining an efficient layout of information while keeping the WordPress website content up-to-date, consistent, accurate and attractive.
5. Create and coordinate communication elements for Presbytery meetings including slides, videos, and information management. Meetings may be held in person, and attendance is a high priority.
6. Coordinate with other Presbytery staff to proactively inform members and entities such as commissions, committees, and ministry groups regarding initiatives, projects, activities and changes within the Presbytery and its churches and ministries.
7. Strengthen ties between the Presbytery, its pastors, and churches through appropriate forms of communication, including the use of social media.
8. Update and educate staff, Presbytery officers and others as needed about the Crisis Communication Plan and serve as public relations liaison with the media as necessary.

**Skills, Knowledge and Abilities Needed:**

1. Awareness of church culture and the ability to work and communicate within that culture. Able to inspire and motivate others, negotiate, and work through conflicts and barriers.
2. Utilize solid computer skills including use of communications and office software. Detail oriented, proficient in proofreading, editing, basic graphic design and visual arts. Knowledge of communications theory and implementation. Communications education preferred.
3. Proven ability to prioritize, work independently, self-motivate and present accurate reports and materials. Able to report effectively to Presbytery staff, CATT, and other groups as requested.

**Relationships & Accountability:**

1. The Communications Manager is accountable to the Presbytery through the Executive Presbyter who is the immediate supervisor and the Presbytery's Personnel & Administration Committee. Works directly with the Presbytery staff and collaborates with CATT.
2. Responsible for supervision of Technology Specialist and Omnibus Editor.
3. All employed positions within the Presbytery are subject to the Presbytery of the Cascades Employment Policies and Practices.

**Evaluation:**

There is an annual review and evaluation of performance in accordance with the personnel policies of the Presbytery. The performance review is scheduled around the date of hire.

**Physical Requirements:**

This job is currently remote with occasional in-person staff meetings. This position will require the Communication Manager to be physically present at the host church for our quarterly Presbytery meetings (some are in-person, others are hosted online).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly requested to sit for prolonged periods of time. Close vision and manual dexterity are required to access data utilizing a personal computer and other streaming equipment and video recording equipment. Talking and hearing are necessary when utilizing the phone for customer service and streaming live meetings and interviewing congregations and producing videos. Lifting up to 30 lbs. may be needed for equipment bags. At some Presbytery meetings, equipment will need to be carried up flights of stairs.

*Approved: 2021, revised February 2024. It is the policy of the Presbyterian Church (U.S.A.) to provide equal employment opportunity/affirmative action for all qualified persons; to prohibit discrimination in employment based upon race/ethnicity, color, national origin, gender, age (40 and over), marital status, sexual orientation, gender identity/expression, creed, protected disability status, citizenship status, genetic information, uniformed service or veteran status or religious affiliation (except where religious affiliation is a bona fide occupational qualification), or any other characteristic protected by law; and to correct any existent patterns of discrimination. The realization of inclusiveness in employment is promoted through positive, results-oriented, equal employment opportunity and affirmative action practices.*