

First Religious Society
Unitarian Universalist, Newburyport
26 Pleasant Street
Newburyport, MA 01950
www.frsuu.org
[@FRSUU_Newburyport](https://www.youtube.com/channel/UCFRSUU_Newburyport) (YouTube channel)



Job Description

Job Title: Communications Specialist

Reports To: Minister

Position Status: 0.4 FTE, Exempt. The job is estimated to average between 12-16 hours per week. Weekly hours will vary based upon time of year and special projects.

The First Religious Society Unitarian Universalist is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

On-site Work Expectations: This position is to be on-site for at least part of one day per week and for scheduled staff meetings. Some work may be done remotely at the direction of the Senior Minister. Occasional evening and morning meetings, mostly remote, may be required.

Core Responsibilities

CREATIVE AND STRATEGIC COMMUNICATIONS

- Develop and maintain a thorough knowledge of the church's communication outlets and needs.
- Design and create weekly church newsletter or other communication vehicles to ensure members know what is happening.
- Make website updates as agreed upon with Church Administrator and improvements within reasonable expectations.
- Maintain and maximize church YouTube channel including scheduling weekly services, uploading sermons, and improving user experience.
- Ensure effective relations with and use of media and journalism including submitting weekly religious listings, promoting appropriate church events, and writing press releases.
- Design posters for special events to be used within the church and in community locations.
- Design and sometimes write special communications that go out to the congregation including emails, print letters, and postcards.
- Create video communication (excluding worship) including filming ministerial and parishioner video messages, incorporating video into the website, and possibly converting sermons into podcasts.
- Design and manage a strategic onboarding process of messaging for visitors, prospective members, and newer members.
- Create a simple monthly newsletter for community members who are interested in church special events such as classes, concerts, and social justice work.
- Review and design social media platforms.
- Work on other special projects as agreed upon with the minister.

Required Knowledge, Skills, and Abilities

The Communications Specialist should have the following knowledge and skills:

- Demonstrate strong, hands-on experience working with all communication platforms and medium listed above.
- Excellent organizational and communication skills.
- Creativity and positive attitude.
- Ability to streamline communication processes while increasing positive user experience.
- Appreciate the mission and values of FRSUU.
- A bachelor's degree is preferred.
- 5+ years of relevant work experience.
- Prior experience with nonprofits a plus.

Compensation

The prorated annual salary for this is \$25,000 based upon the successful candidate's qualifications and experience. (Prorated for a 0.4 FTE position).