Communications Coordinator & Graphic Designer | 24-32 hrs/wk

We are seeking a detail-oriented, task-driven, creative, and mission-driven *Communications Coordinator and Graphic Designer* to join our team at First Congregational Church of Hudson (non-profit). This role is ideal for someone with a strong background in communications management / overseeing and managing communications, as well as graphic design, social media, and digital communications. This position will use written and visual storytelling to support and enhance our church's message, outreach, and ministries. The position will also provide general office support for the church's administrative functions.

Responsibilities:

Communications and Graphic Design

- Develop, oversee, and manage a church-wide communications strategy that ensures all events and activities of the congregation reach intended internal and external audience(s), ensuring timely and visually appealing messaging
- Collaborate with church staff and leadership to develop compelling communications and graphics that support events, programs, and initiatives
- Ensure all written and visual content alights with the church's identity and communications our mission
- Design, manage, and update engaging print and digital materials, including bulletins, newsletters, social media graphics, email communications (Constant Contact), and signage
- Create and manage social media content (graphics, images, short videos, etc.) to enhance online engagement across platforms such as Facebook, Instagram, and other digital channels
- Maintain organized digital and physical files for communications and graphics materials
- Monitor social media trends and engagement metrics to refine outreach strategies

General Office Support

- Support office staff with administrative tasks
- Assist with printing, assembling, and distributing worship bulletins, newsletters, and other materials

Requirements:

- Proven experience (minimum 5 years) as a Communications Coordinator and Graphic Designer with a strong portfolio showcasing your work
- Proven excellence and proficiency in graphic software such as Canva in creating content that aligns with project goals and audience preferences
- Demonstrated command of abilities with Microsoft Office Suite and church management software system (or a CRM software)
- Demonstrated familiarity with web design principles, HTML, and content management systems
- Excellent communication skills and the ability to work collaboratively within a team environment
- Strong attention to detail and ability to manage time effectively across multiple projects

Please email Allen Wass (awass@hudsonucc.org) with questions or to apply.

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