



COMMUNICATIONS PROJECT MANAGER

Department: Communications

Reports To: Strategic Director of Communications

Hours/Week: 40 hours/week

FLSA Status: Non-Exempt

Schedule: Sunday–Thursday, some evenings and weekends

Job Class: Specialist

Benefit Eligibility: Full-Time Benefited

Location: UPC Main Campus

Pay Range: \$47,000 to \$55,000

SUMMARY

The UPC mission is: We are a family of communities joining Jesus to transform our lives and the lives of neighbors at the University of Washington, in our neighborhoods, and all around the world.

Are you organized and detail-oriented? Do you have the magical powers to stretch time and meet deadlines? This may just be the right job for you!

We are looking to hire a team member to help plan, coordinate and execute Communications projects from conception–through–production. This person would field requests, plan, and manage timelines and assist the team in delivering strong communications solutions. You will manage the social media calendar, production systems, templates, brand guidelines and vendor relations.

RESPONSIBILITIES

- Attends department and UPC staff meetings: Devotions, Lunch, TouchPoint, etc.
- Participates in corporate worship at UPC. Be a welcoming presence:
 - Greet guests and make introductions to members.
 - Actively engage in hospitality.
- Works with Strategic Communications Director and ministry leaders to plan and manage all central communications activities.
- Makes sure the extended team delivers on time and on budget.
- Manage the calendars and postings for social channels.
- Monitor social media activity.

- Active management and reporting for all marketing analytics.
- Collaborate with graphic designer and support with production needs, as needed.
- Provide production support for weekly newsletter and worship bulletin for Sunday services and special events.
- Other duties as assigned.

QUALIFICATIONS

- Deep and growing faith in Jesus Christ and a theology consistent with the mission of UPC. Has read and understood the [Essential Tenets](#) and agreed to support them in the work they do at UPC.
- Strong organizational skills, ability to manage multiple projects, comfortable meeting deadlines, and ability to deliver good work under time constraints/pressure.
- Client-service oriented, flexible, and funny (yes, sense of humor required).
- Demonstrated excellent verbal and written communication skills.
- Commitment to aligning to mission and vision as expressed through materials.
- Familiarity with church or non-profit environments preferred.
- Ability to learn new processes and applications quickly, preferred.
- Process-oriented but also flexible. You have the ability to juggle details amidst big picture vision.
- Works well with team members.
- Cross-cultural competency and awareness.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).

PHYSICAL REQUIREMENTS

- Energy and enthusiasm for a varied work schedule (some late nights/early mornings), including Sundays.
- Physical ability to walk stairs, work on feet or sit for extended time, and lift 20 pounds.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.
- This job regularly requires ability to sit, use hands to handle or feel, and talk and hear.

SPECIAL/OTHER

Position required to be on-site Sundays from 7am – 1pm.

TO APPLY

Please complete an [application for employment](#).