

Contract Communications Manager (Contractor Role) FINALIZED Sep. 24, 2025

CLIENT Baptist Church

Location: Preferred local to Elizabethtown, KY but open to remote candidates

Contract: 6 months, potential for extended contract on a yearly basis

Hours: Approx. 15–20 hours/week (flexible; deliverables-based)

About the Role

CLIENT is seeking a proactive, detail-oriented **Contract Communications Manager** to oversee and strengthen our digital communication channels. This contractor will focus primarily on **social media and email strategy, planning, and execution**, ensuring our congregation receives consistent, timely, and meaningful communication.

Working closely with the Creative Director, this role goes beyond “helping with Sunday.” Instead, you’ll take initiative to plan, schedule, and deliver communications that build trust, reinforce CLIENT’s mission, and keep members engaged throughout the week.

Scope of Work

- **Social Media Strategy & Management:** Build and maintain a social media strategy and calendar. Write, edit, and schedule posts that align with church priorities, campaigns, and events. Monitor engagement and make recommendations for growth and improvement.
- **Email Communications:** Plan, draft, and distribute weekly church-wide emails. Ensure clarity, consistency, and alignment with CLIENT’s brand voice. Track performance and optimize for effectiveness.
- **Proactive Communications Planning:** Work with staff to anticipate communication needs, align with ministry priorities, and translate vision into practical messaging plans.
- **Content Coordination:** Ensure information is accurate and consistent across digital channels, while supporting (not owning) print distribution needs.
- **Platform & Process Oversight:** Maintain tools like Mailchimp, and social scheduling platforms, recommending improvements to make processes more efficient.

Qualifications

- 3–5 years of experience in communications, marketing, or related fields
- Proven track record managing social media and email campaigns
- Strong writing, editing, and proofreading skills
- Organized, proactive, and able to plan ahead without needing heavy direction
- Familiarity with tools like Google Workspace, email, and social scheduling platforms
- Experience working in a church or nonprofit setting preferred

Personal Alignment

- A committed follower of Jesus who actively participates in a local church community
- Genuine love for the local church and a desire to see people grow in their faith
- Alignment with the mission, vision, and theological values of CLIENT

Contract Details

- This is a contractor role (not an employee position).
- Compensation:
 - Less experience: Hourly @ \$40/hour
 - 3-7 years experience: Retainer \$3000/month
- Estimated 15–20 hours per week, with flexibility based on project load.
- Contractor is responsible for own equipment, workspace, and tax obligations.

To Apply

We're partnering with an outside communications consultant to help us find the right person for this role. Please send the following to julie@juliemasson.com:

1. **Your resume**
2. **A short note** on why you're interested in this contract role
3. **A brief video introduction** (3–5 minutes) where you share:
 - Who you are
 - What you're best at in communications
 - Examples of work you've done (especially in churches or faith-based nonprofits)

The deadline to apply is October 15. Interviews will be extended to a few candidates the week of October 20. The goal is to have someone hired by November 1.