

Communications Coordinator

South Highland Presbyterian Church | Birmingham, AL

Position Summary

South Highland Presbyterian Church is seeking a Communications Coordinator to develop and execute a cohesive communications strategy for our congregation. The ideal candidate brings both strategic vision and practical execution skills. This is a hands-on role suited for a self-motivated professional who is as comfortable building a strategy as they are designing a bulletin or scheduling an email campaign.

This is a part-time position of 25–30 hours per week, with the possibility of transitioning to full-time as the role develops.

Why This Position Matters

This position is central to how people encounter and experience South Highland—both in their first impression and in their ongoing life within the church. Clear, compelling communication helps people connect to the hope of the gospel, grow as disciples of Jesus Christ, and engage more deeply in the life and mission of the church.

Key Responsibilities

- Develop and maintain an overarching communications strategy that unifies the church's voice and visual identity across all channels and audiences
- Partner with pastoral leadership to define and steward South Highland's brand—including logo, visual identity, signage, website, and collateral materials
- Create, edit, and distribute weekly email newsletter
- Manage church social media presence across platforms (Facebook, Instagram, and others as appropriate)
- Maintain and update church website and app for accuracy, relevance, and design quality
- Maintain a digital communications calendar to coordinate regular and special communications across all channels
- Oversee design and production of all visual communications: weekly newsletter, bulletin(s), and printed promotional materials
- Track and report regularly on communication metrics (email open rates, social media engagement, website traffic, etc.)
- Coordinate photography and videography for major church events and activities to capture the life and community of SHPC
- Manage and publish weekly sermon podcast and any additional church podcasts, including uploading, writing episode descriptions, and distributing across platforms (Spotify, Apple Podcasts, etc.).

Qualifications and Expectations

- 1–3 years of experience in communications, marketing, or creative direction (non-profit or ministry setting preferred)

- Excellent written communication skills with keen attention to detail when proofreading and copyediting
- Proficiency in Adobe Creative Suite (InDesign, Photoshop, Illustrator), Canva, and/or equivalent design tools
- Experience managing websites in WordPress or a similar CMS
- Familiarity with email marketing platforms (Mailchimp, Constant Contact, or similar)
- Fluency in current social media platforms and trends and an understanding of what works
- Active Christian faith and alignment with South Highland's mission and values
- This position does not require membership or regular attendance at South Highland, although attendance at select worship services and church events will be required from time to time
- Regular in-office presence is expected on Mondays and the equivalent of at least one additional day each week

About South Highland

Founded in 1888, SHPC is a historic and growing congregation in the heart of downtown Birmingham. Our worship is traditional and liturgical, anchored in Scripture and rooted in the beauty and depth of the Christian faith and Reformed theology. Yet our community is marked by genuine warmth and hospitality. We desire to be a church where people feel at home, are formed by the gospel, grow into the likeness of Christ, and are equipped for lives of faithful service in our city and beyond.

To Apply: Please send your résumé to Rev. Cort Gatliff at cgatliff@southhighland.org.