

Communications Director

Position: Part-Time/Non-Exempt

Reports to: Lead Pastor

Supervision: Office Volunteers, Substitute Office Employees

Job Summary: The Communications Director oversees the communications efforts of the church including print and digital communication, and works with the pastors and staff to create communications strategy for the church.

Qualifications: (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

- Be a committed follower of Jesus Christ, seeking to know, love and serve God.
- Exemplify the church's values and uphold the staff covenant.
- Understand and be able to champion the church's purpose, vision and journey and the theology and traditions of the United Methodist Church.
- Honor confidentiality and handle confidential documents responsibly
- Flexibility and the ability to multitask
- Ability to collaborate and coordinate with others to accomplish a task
- A passion for communicating a clear message and proficiency with written and oral communication.
- An ability to listen to and communicate with people of all ages.
- An ability to work with leaders of ministry groups and to develop and share knowledge.
- Expertise and or training in marketing, web design, graphic design, the use of social media, and/or marketing.

Essential Duties and Responsibilities:

- This leader will oversee the communications that go from the congregation to its members and to the community, including print and electronic newsletters and announcements, telephone contacts, a website, radio spots and programming, and broadcast journalism.
- The communicator will coordinate contacts between the congregation and community media. He or she will promote church-related events and opportunities.
- This leader will collaborate with the church leadership team and church staff to plan communication of issues, programs, ministry needs and successes, and stewardship stories.
- Coordinate the production of the Monthly Church newsletter in coordination with other church staff and volunteers.
- Coordinate the production of the weekly Sunday Worship Bulletin in coordination with the pastoral staff and worship ministries staff.
- Coordinate the production of marketing materials, brochures, mailings, posters and flyers.
- Communicate with the Pastor and other congregational care ministries concerning pastoral care needs including hospitalizations and deaths.
- Other duties as assigned by the Lead Pastor.