



**POSITION TITLE: DIRECTOR OF COMMUNICATIONS**

**REPORTS TO: EXECUTIVE PASTOR**

**POSITION PURPOSE:** Develop vision and communication strategy for Grace and coordinate the flow of current and accurate information internally and to the congregation and community. The primary function of this position is to lead the Communications Team in executing the overall goals of Grace and its ministries in a consistent and intentional manner.

**POSITION RESPONSIBILITIES:**

- *Marketing and Coordination*
  - Set priorities and design project and print schedule for the Communications Team
  - Meet regularly with ministries to assess communication needs and develop effective communications strategies and resources for various events and programs
  - Maintain brand standards, style and overall organizational image of Grace and its ministries
  - Assist the Director of Worship and Production in obtaining accurate information regarding events, as well as providing expertise in communicating those events to the congregation
  - Schedule regular calendar meetings with pastors and staff to drive church-wide future planning and vision
  - Work alongside executive pastor, connections ministry associate, senior pastor and director of worship and production to create a welcoming environment for guests and congregation on Sunday mornings
  - Participate in cross-functional teams for all churchwide and large events, including retreats, camps and large volunteer efforts to best serve the church and ministries
  - Work with the Accounting Department to set and adhere to an annual Communication budget
  
- *Management of Communications Needs*
  - Manage Communication Team by overseeing, managing and delegating tasks to maintain workflow, including a graphic designer, print production assistant and web specialist
  - Write announcements for worship services each week
  - Oversee the design, production and written content of weekly bulletin, communicating ministry and church information
  - Work with ministries to develop, edit and if necessary, write curriculum
  - Assist ministry leaders to create and implement an email strategy, including all-church emails, emails from the senior pastor for the entire church and individual ministries; editing and writing emails when needed

- Oversee content updates for existing brochures and promotional materials as needed
- Recommend equipment and resources to enhance communication and workflow
- *Additional Duties and Responsibilities as Assigned*

**CORE COMPETENCIES:**

- Possess strong, clear and succinct communication skills
- Be well organized to plan ahead, anticipate design needs, initiate conversations and manage time and resources effectively
- Have the ability to think strategically and provide vision for church wide communication using all mediums of communication
- Understands the importance of excellent graphic design and can critically assess design quality
- Possess strong-leadership and project management skills as head of the Communication Team
- Produce high-quality work in a fast-paced environment and maintain effectiveness when faced with challenges or emergencies
- Embrace a willingness to help others with an attitude of cooperation and flexibility for individual ministry needs
- Exhibit self-awareness and the ability to handle interpersonal relationships judiciously and empathetically
- Desire to use talents, time and abilities to serve the Lord

**QUALIFICATIONS:**

- BA with proven experience in marketing/communications through a strong portfolio including writing samples and/or graphic design
- Experience managing an employee or team of employees
- A working understanding of Adobe Creative Suite, Illustrator, Photoshop, InDesign, as well as a working knowledge of WordPress, HTML and CSS
- Personal relationship with Jesus Christ
- Joins Grace as a member and is committed to the Core Values and Statement of Faith of Grace Covenant Church

**JOB STATUS:**

- Full-Time, exempt, salaried position
- Benefits provided