



JOB OPPORTUNITY: COMMUNICATIONS DIRECTOR

Hours: 6-15 hours / week

Compensation: Hourly

Core Strengths

- Creativity
- Digital Communication
- Execution

Narrative:

The Communication Director will coordinate and generate communications across the organization, striving to provide a consistent look and feel that connects with younger generations—across a variety of mediums. This right candidate will bring an entrepreneurial spirit and a 21st Century skill set capable of adding value to and enhancing the overall effectiveness of our mission in our community.

Core Responsibilities

- Coordinate Communications across the organization
- Manage Brand
- Manage web site and online presence (social media, search engine optimization)
- Manage external contracts related to web site, hosting and communications
- Maintain email groups
- Produce weekly e-newsletter, worship program
- Develop print and digital resources to advance our mission, vision and values

Negotiable Responsibilities

- Manage Projects related to improving the aesthetics and feel of the campus
- Produce Stage Designs
- Produce weekly worship slides
- Manage Public Relations
- Manage the production of online ministry – including but not limited to: livestreaming services, video production and media archiving
- Serve as Video / Projection Team Leader

Expectations

- Attend College Church Regularly, as well as weekly staff meetings (Wednesdays, 9:30^{am})
- Maintain regular office hours to ensure smooth coordination & communication with staff