

## DIRECTOR OF COMMUNICATIONS

**Position:** Regular full time

**Hours:** 40 per week

**Core Hours:** Monday, Wednesday, Sunday mornings

**Reports to:** Executive Pastor

**Job Summary:** The Director of Communications works closely with all Providence ministry teams and oversees the church's efforts to communicate its vision and the fulfillment of its mission to our church, community, and world.

### Qualifications:

- Disciple of Jesus Christ, eager to serve God and live out Providence Church's vision and mission
- Proven leadership in a team setting; strong interpersonal skills; able to maintain healthy and encouraging relationships with supervisors, coworkers, and volunteers
- Demonstrated experience in communications, corporate marketing, public relations, or creative agency work, preferably in a leadership role
- Excellent organizational skills; detail oriented; the ability to air-traffic control numerous projects at the same time
- Excellent written communication skills; ability to adapt writing style to the voice of the church as well as specific ministries; strong editing and proofreading skills
- Knowledge of and familiarity with project management and design best practices for both web and print
- Strong familiarity with the business applications of web and social media platforms
- Working knowledge of Wordpress platform and experience with basic web design
- Competency with Adobe Creative Suite is a plus, as well as any other creative skills relating to photography, design, or other content creation

### Responsibilities:

- Develop and oversee campaigns that increase engagement using the Providence Church website, email, and social media channels
- Execute marketing strategies throughout the year such as print advertising, web advertising, postal mailings, roadside banners, and promotional giveaways
- Craft marketing plans and copy for message series, ministries, initiatives, and events
- Oversee development and maintenance of the website; direct efforts of third-party web developer
- Assist with website as needed, including regular review to make sure all content is up to date; create forms and pages as needed
- Oversee graphic designers in development of all creative pieces for the church
- Implement and maintain branding consistency and communication style across the church's marketing efforts
- Coordinate the creation and posting of social media posts throughout each week; assist as needed
- Participate in Worship Team meetings to determine communications during services and prepare related materials for both in-person and online worship
- Compile and distribute monthly e-newsletter and other church-wide emails
- Manage budget expense lines related to advertising and marketing, including planning, keeping track of disbursements, and submitting related paperwork
- Other projects or duties as assigned by supervisor