

DIRECTOR OF COMMUNICATIONS (1/18)

Job Description

Status:

Full-time

Minimum Education Requirements:

Bachelors (in Journalism or Communications preferred but not required)

Preferred Computer Skills:

Google Drive

Excel

InDesign

Adobe Illustrator

General Purpose:

To execute church-wide Communication that enhances and markets the programs and ministry areas of our church on a weekly basis utilizing existing communication channels - weekly church bulletin, weekly email communication, website, print communications, video announcements, and social media - as well as develop new communication mediums within our church network and within the greater Mansfield community.

Primary Focuses:

The primary focuses of this position are **scheduling communications through existing channels, creative writing for internal and external communication print pieces, maintaining website content, as well as managing and supporting department staff.** This includes, but is not limited to:

- A commitment and passion for helping others reach and maintain the vision of the church to make disciples of Jesus Christ who love God, love others, and serve the world
- Overseeing and Managing Design Director and Design Coordinator to format weekly bulletins, design pieces, churchwide emails and social media
- Writing content for weekly church bulletin
- Writing content for weekly church-wide E-News
- Meeting with Ministry Area Directors to plan, execute, and market ministry events
- Scheduling all communications for our department through ServiceU and communicating back to departments the Communication plan
- Updating and maintaining the content on the website, www.fmcm.org
- Editing churchwide letters and any other communication pieces needed
- Working closely with the Creative Media team to provide information and execute weekly Video Announcements and Sermon Series bumper videos.
- Creating, managing, and tracking budget for Communications department

- As needed, attend and support any church-wide/community events/services to take pictures and/or capture stories for future communications within the department (i.e. Easter, Christmas Eve, Trunk or Treat, etc.)

Overall Responsibilities:

Although your main focuses as Director of Communications will be **scheduling communications through existing channels, creative writing for internal and external communication print pieces, and managing website content, as well as managing and supporting department staff** you are part of the greater Communications team and in partnership with the other Directors and Coordinators. This means that there will be a wide variety of responsibilities that cover the whole program. These responsibilities might include but are not limited to:

- Possessing a positive attitude and teamwork mentality
- Willingness to assist where needed, when needed (no job is too small)
- Assistance with other jobs that may fall on the Communications Department as we continue to grow