

Christ Community Church Job Description
Communications Director / Coordinator, Full-Time Position

POSITION PURPOSE: The Communications Director / Coordinator is responsible for effective communication strategies and implementation both inside and outside the church community.

Direct Report: Don Davis, Business Administrator

Supervises: Carl Simakoff, Communications

POSITION OUTCOMES / EXPECTATIONS:

Production:

Worship & Regular Programs

- I. Weekly Bulletins and Slides for Worship
 - Creation of series artwork
 - Weekly execution across bulletin and slides
- II. Design, produce and coordinate all visual communication (e.g. graphics, photo/video, icons, printed material promotions, etc)

Website

- I. Site Development
 - Management of platform and hosting
 - Security, backups, and updates
- II. Site Content
 - Site design / creation, organization, and maintenance (+ SEO)
- III. Podcast / Online Sermons / Bible Study Audio
 - Weekly maintenance and updates
- IV. Technical Support (user emails, error corrections, updating, bug fixes, etc.)
- V. Maintenance of Google Accounts (information, location-based data, submission for search, user reviews, etc.)

Newsletter

- I. Design and Creation of Weekly C3 CONNECT Newsletter content
 - Maintain calendar / prioritization of events, news, updates, etc.
- II. Execute special newsletter announcements and letters
- III. Technical Support (support with users, signups, and list maintenance)

Strategy:

Special Events & Promotions:

- I. Organization / Calendaring / Priorities
 - Create communication strategies to market, inform, and promote events / studies / campaigns for various ministries
 - Work with ministry department leaders to develop content and platform for both Church-wide and specific audience strategies
- II. Management and execution of promotional materials (print and digital)

Christ Community Church Job Description
Communications Director / Coordinator, Full-Time Position

Oversight of Social Media

- I. Facebook, Twitter, and Instagram accounts
 - Provide content and information for updates, promotions, and news
 - Select and execute promotions (paid and unpaid)
- II. Storytelling
 - Seek out, coordinate, and facilitate sharing / storytelling for ministries and individuals displaying life in the church, mission, and vision

Branding:

- I. Design and Brand Management
 - Monitor look, vibe and feel of all promotional materials
 - Oversee the use of church logos and individual ministry logos and images
 - Creation and Maintenance of Logo Style Guide
- II. Messaging
 - Maintain on-message voice of hospitality and inclusiveness in all materials (print and digital) per *C3 Public Platform Essentials*
 - Understand current culture and trends, using that knowledge to develop appropriate communications
- III. Signage and Wayfinding
 - Work with design team to create temporary displays and design, coordinate permanent signage and displays

Administration:

- I. Serve on the Directors Leadership Team to assist with achieving objectives and developing strategies for C3
- II. Budgeting for web, print, signage, etc.
- III. Coordinate proofreading and oversight of calendaring
- IV. Price shopping, vendor selection and print preparation

QUALIFICATIONS AND REQUIREMENTS:

Experience and Skills

- 1-3 years in ministry or non-profit activities preferred
- Must be a self-motivator with the ability to work effectively on a team
- Must exemplify a love for (and skill with) all types of people
- 5-7 years of experience in communications and creative direction
- Proficient in industry-standard Adobe design and layout platforms
- Proficient in Microsoft products (Word, Excel, PowerPoint)
- Proficient in website development using Wordpress (some coding skills required)
- Proficient in print production process / file preparation (large and small formats)
- Knowledge of video process and editing (working knowledge of Premiere Pro or Final Cut, or other editing software)
- Excellent written communication skills and copywriting

Christ Community Church Job Description
Communications Director / Coordinator, Full-Time Position

- Highly organized, highly productive, and manages time well
- Ability to think and work quickly, moving from one project to another (with different goals, audiences, and deliverables)

Requirements

- Must commit to enthusiastic alignment with the Theology and Philosophy of Ministry as communicated on the C3 website.
- Must commit to performing their duties in accordance with the stated mission and purpose of the church, C3 Policies and Procedures Manual, and the Westminster Confession of Faith.
- Must be an evangelical Christian and active member of an evangelical Christian church.

The statements and information included in this job description reflect the duties and responsibilities of this position but are not to be interpreted as all-inclusive or limiting the scope of the position.

Employee's Signature

Date

Supervisor's Signature

Date

Hiring contact:

Casey Cramer
Casey.Cramer@christcommunity.org